DOCUMENT RESUME

ED 394 661 PS 024 037

TITLE	Child Day Care Center Licensing Study, 1996.
INSTITUTION	Children's Foundation, Washington, D.C.
PUB DATE	Feb 96
NOTE	251p.; For 1994 study, see ED 369 518; for 1995 study, see ED 390 547.
AVAILABLE FROM	Children's Foundation, 725 Fifteenth Street, N.W., Suite 505, Washington, DC 20005-2109 ($25, plus $3.75 shipping and handling; orders must be prepaid in U.S. funds only).
PUB TYPE	Reports - Research/Technical (143)
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	Child Abuse; Child Health; Child Neglect; Day Care; *Day Care Centers; Definitions; Discipline; Early Childhood Education; Employment Qualifications; Government Role; Immunization Programs; Infants; Legislation; *National Surveys; Safety; School Age Day Care; Sick Child Care; Staff Development; *State Regulation
IDENTIFIERS	Subsidized Child Care Services

ABSTRACT

The information contained in this report was compiled by The Children's Foundation in fall 1995 and reflects data provided by the regulatory offices in the 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands. The study is organized in alphabetical order of the states and territories. The requirements, regulations, and policies pertaining to child day care centers in each are divided into 26 categories: definition and number of regulated programs, requirements, regulations, unannounced inspection policy, complaint procedure, staff qualifications, staff prescreening, staff training, child documentation policy, child immunization policy, discipline policy, emergency medical consent policy, environmental policy, smoking policy, swimming pool policy, transportation policy, infant care programs, overnight care programs, school age programs, sick child care programs, subsidized child care programs, programs for children with disabilities, national life safety fire code, child abuse and neglect, local contact, and pending legislation. The 1996 study shows only a slight increase from 1995 in the number of regulated centers nationwide. A question and answer summary reflects the questions asked most often. Included also are a definition of terms and a list of all the regulatory offices for each state or territory. (DR)

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1996 Child Day Care Center Licensing Study

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1996 CHILD DAY CARE CENTER LICENSING STUDY

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ACKNOWLEDGEMENTS

The Children's Foundation is grateful to the various child care officials in each of the regulatory offices who took the time to provide and verify the information contained in the *1996 Study*. We also thank the readers and users for their comments and suggestions that help to improve this publication.

The Children's Foundation would like to thank The Travelers Foundation for their support of the National Child Care Advocacy Program which provides funding for us to update this *Study*.

We also thank Sandra Gellert, Program Director, who supervised the work of this update and prepared final copy for publication.

Kay Hollestelle
Executive Director

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INTRODUCTION

The *1996 Child Day Care Center Licensing Study* contains the results of a survey of the regulatory offices of the 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands. Two asterisks **(++)** after the name of the state or territory indicates that the information was not updated by the particular state or territory by press date. [See Methodology.]

The information contained in this *Study* is organized in alphabetical order by the state or territory. The licensing and regulatory data for each entity is then divided into 26 categories.

* *Number and Definition of Regulatory Programs*
* *Requirements*
* *Regulations*
* *Unannounced Inspection Policy*
* *Complaint Procedure*
* *Staff Qualifications*
* *Staff Prescreening*
* *Staff Training*
* *Child Documentation Policy*
* *Child Immunization Policy*
* *Discipline Policy*
* *Emergency Medical Consent Policy*
* *Environmental Policy*
* *Smoking Policy*
* *Swimming Pool Policy*
* *Transportation Policy*
* *Infant Care Programs*
* *Overnight Care Programs*
* *School Age Care Programs*
* *Sick Child Care Programs*
* *Subsidized Child Care Programs*
* *Programs for Children with Disabilities*
* *National Life Safety Fire Code*
* *Child Abuse and Neglect*
* *Local Contact*
* *Pending Legislation*

New in this edition are two cateogories, Environmental Policy, which looks at testing for lead, asbestos or radon as a condition of licensure, and Smoking Policy, which identifies whether smoking is allowed or prohibited.

In addition, under Regulations, we have added information about naptime staff/child ratios; under Child Documentation Policy, there is information about testing children for blood lead level; and under Staff Prescreening, information has been included which

reflects any recent changes in policy regarding testing for tuberculosis. New data was researched based on questions received by The Children's Foundation during 1995.

There is no uniform way in which these states and/or territories regulate child day care centers, preschools, nursery schools, prekindergartens, and/or religiously affiliated centers. The **only** common thread is that all of states and/or territories require child day care centers to be regulated through licensure, (PA calls it certification).

At the beginning of this publication is the Definition of Terms. This is followed by the Question and Answer Summary, which assists the reading in finding the "most often asked information." For total clarification, however, the user should read the specific information in a particular category in each state and/or territories.

At the end there is a complete list of the regulatory offices in each state or territory in alphabetical order. These are the offices that provided us with the data contained in this *Study*.

The Children's Foundation welcomes and always appreciates comments or suggestions from the people who use this *Study*. If you have a specific piece of information that you are researching, drop us a note telling us about it. We will try to include it in the next year's edition.

METHODOLOGY

The *Study* is an update of the information first compiled by The Children's Foundation in 1991. The data was obtained from the central regulatory office of each of the 50 states, District of Columbia, Puerto Rico, and Virgin Islands. All information in the *1996 Study* was provided to The Children's Foundation by an individual in each of these offices.

The regulatory offices were asked to review all the data as it appeared in last year's *Study*, update or change the information, and add any new information in existing categories. The Children's Foundation includes new supplemental questions that are developed from requests for information received by CF during the year.

The initial mailing to the regulatory offices took place in October 1995. A follow up mailing by fax took place in December 1995. After the new data was gathered and compiled, proof sheets were sent back to the regulatory offices for confirmation and re-verification in January 1996.

DEFINITION OF TERMS

These definitions are used by The Children's Foundation for this *Study*. We have tried to be as precise as possible, but **variations exist among the states and territories.** Please refer to the specific state or territory for additional explanation, or write to them to secure a complete set of their regulations, including definitions.

ADA - The Americans with Disabilities Act of 1990.

CERTIFIED - see "licensing."

CHILD DAY CARE CENTER - full or part time care for groups of children in a non-residential setting.

HIB - most serious HIB disease is bacterial meningitis caused by a bacterium, "Hemophilus Influenza (type B)."

INFANT - usually, a child birth to one year.

"INFANT ONLY" PROGRAM - a child day care center which provides care to only infants; age varies among states and territories.

LICENSING - granting of formal permission by a designated state and/or local agency to an individual or legal entity to operate a child day care facility. The state/local agency has the authority to ensure that standards are being met, set procedures for revoking a license and provide appeal mechanisms. The purpose of licensing is to protect vulnerable consumers by setting a minimum floor for reasonably safe service [referred to as "certified" in PA].

NATIONAL LIFE SAFETY FIRE CODE - prescribes regulations consistent with nationally recognized good practice for the safeguarding to a reasonable degree of life and property from the hazards of fire and explosion arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the use of occupancy of buildings or premises.

TODDLER - divided into two categories: a child 1-2 years of age (young toddler) and a child 2-3 years of age (older toddler).

OVERNIGHT CARE PROGRAMS - a child day care program which offers services 24 hours a day.

PRESCHOOLER - a child 3 and 4 years of age.

REGULATED CHILD CARE - forms of child day care that are required to comply with established state and/or local codes.

SCHOOL AGE - divided into two categories: a child 5-6 years of age (kindergarten) and a child 6-13 years of age.

SCHOOL AGE PROGRAM - a child day care center which offers care to children before and/or after school.

SICK CHILD CARE PROGRAM - a child day care center which offers care to mildly ill children.

STAFF - individuals employed at a child day care center, which may include the director, assistant director, training or education coordinator, head or lead teacher, assistant teachers, aides, kitchen and maintenance personnel.

TRAINING - instruction received by child day care center staff on topics such as child development, child abuse identification, program planning, behavior management, first aid, infant/child CPR, health, safety, nutrition, developmentally appropriate practice and activities, administration, and special care for infants, school age or sick children, and children with disabilities.

REFERENCE - *Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs*, American Public Health Association, Washington, DC, and American Academy of Pediatrics, Elk Grove, IL, 1992.

QUESTION AND ANSWER SUMMARY

In this section, information is presented in a question and answer format to the most frequently asked questions. We suggest strongly, however, that you refer to the specific state or territory for details and specific explanations.

Q - How many regulated child day care centers are in the fifty States, District of Columbia, Puerto Rico and Virgin Islands?

A - There are 93,221 regulated child day care centers. All are licensed [PA certified], except for 288 religiously affiliated centers in SC which are only required to be registered. This is only a slight increase from data reported in the *1995 Study* and a 8% increase from the *1991 Study*.

Q - The definition of regulated child day care varies from state to state and territory. How are these programs defined?

A - **33** [62.3%] states and/or territories, the documented number of regulated child day care centers <u>includes</u> nursery schools, preschools, prekindergartens & religiously affiliated centers: **AR, AZ, CA, CO, CT, DC, DE, HI, IA** (exempts programs operated by public schools), **IL** (exempts public/private school programs serving children 3 and over), **KY, KS, LA, MA, MD, MI, MN, MS, NC, NH, NJ, NM, NV, NY, OH, PR, SC, SD, TN** (some religiously affiliated programs regulated by Department of Education) **VI, VT, WI** (exempts centers regulated through local school departments: private education system) **and WY.**

3 [5.7%] states and/or territories, the documented number of regulated child day care centers <u>excludes</u> nursery schools, preschools, prekindergartens, & religiously affiliated centers: **IN, MO, and WV.**

2 [3.8%] states and/or territories, the documented number of regulated child day care centers <u>includes</u> nursery schools, preschools & prekindergartens, but <u>excludes</u> religiously affiliated centers: **VA and AL** (religiously affiliated may choose to be regulated).

12 [22.6%] states and/or territories, the documented number of regulated child day care centers <u>includes</u> religiously affiliated centers, but <u>excludes</u> nursery schools, preschools and prekindergartens: **GA, ID, ME, MT, NE, ND, OK, OR, PA, RI, TX, and WA.**

3 [5.7%] states and/or territories have other variations in the definitions: **AK** (excludes preschools and provided no data about religiously affiliated centers); **UT** (excludes religiously affiliated and those regulated by the Department of Education); and **FL** (excludes religiously affiliated and those in public and non public schools).

Q - How many and what states and/or territories renew child day care center licenses yearly, every 2 years, or every 3 years?

A - 24 [45.3%] states and/or territories, yearly license renewal is required: **DC, DE, FL, GA, HI, IA, KS, KY, LA, MD, ME, MS, MT, NC, NM, NV, OR, PA, RI, SD, TN, UT, VI, and WY.**

19 [36%] states and/or territories, license renewal is required every 2 years: **AK, AL, AR, CT, ID, IL, IN, MA, MI, MN, MO, NE, NY, OH, OK, PR, SC, WI, and WV.**

4 [7.5%] states and/or territories, license renewal is required every 3 years: **AZ, NH, NJ, and WA.**

6 [11.3%] states and/or territories, with variations: **CA** (perpetual), **CO** (permanent), **ND** (1 and 2 year licenses), **TX** (non-expiring) and **VA and VT** (1-3 year licenses).

Q - How many and what states and/or territories charge a fee for licensing?

A - 22 [41.5%] states and/or territories - no fee: **AK, AL, DE, GA, HI, IA, IL, MD, MO, MT, NC, NH, NY, OK, PA, PR, RI, SC, SD, VT, WV, and WY.**

22 [41.5%] states and/or territories, fee varies depending upon the number of children cared for in the center: **AR, CA, CO, FL, IN, KS, LA, MA, MI, MN, MS, ND, NE, NJ, NV, OK, TN, TX, UT, VA, WA, and WI.**

9 [17.0%] states and/or territories, fee is fixed: **AZ, CT, DC, ID, KY, ME, NM, OH, and VI.**

Q - According to the guidelines for staff/child ratios in Caring for Our Children: National Health and Safety Standards, how many and what states and/or territories meet (or come close to meeting) these recommendations? [In each age category

that follows, all others states and/or territories do not meet the recommended staff/child ratios.]

A - **INFANTS BIRTH to 1 YEAR** [recommendation 1:3]:

4 [7.5%] states and/or territories have a 1:3 ratio: **HI, KS, MA, and MD.**

29 [54.7%] states and/or territories have a 1:4 ratio: **CA, CT, DC, DE, FL, IA, IL, IN, ME, MI, MN, MO, MT, ND, NE, NH, NJ, NY, OK, OR, PA, PR, RI, UT, VA, VT, WA, WI, and WV.**

1 [1.9%] state has a 1:3-5 ratio: **MS.**

YOUNG TODDLERS 1-2 YEARS of AGE [recommendation 1:3]:

1 [1.9%] states and/or territories have a 1:3 ratio: **MD.**

15 [28.3%] states and/or territories have a 1:4 ratio: **CA, CT, DC, HI, IA, MA, MI, ND, NY, OR, PR, VT, WA, WI, and WV.**

OLDER TODDLERS 2-3 YEARS of AGE [recommendation 1:4-5]:

6 [11.3%] states and/or territories have a 1:4 ratio: **CA, CT, DC, MA, OR, and PR.**

5 [9.4%] states and/or territories have a 1:5 ratio: **IN, ND, NY, SD, and VT.**

PRESCHOOLERS 3-5 YEARS of AGE [recommendation 1:7 for younger preschoolers and 1:8 for older ones]:

1 [1.9%] states and/or territories have a 1:6-7 ratio: **NY.**

SCHOOLAGERS 6-12 YEARS of AGE [recommendation 1:10 for ages 6-8 years and 1:12 for ages 9-12 years]:

6 [11.3%] states and/or territories have a 1:10-12 ratio: **CT, ME, NY, PA, PR, and VI.**

Q - How many and what states and/or territories permit a change in the staff/child ratios during naptime? [NOTE: states and/or territories which permit a change, also require the remainder of staff be on the premises within calling distance.]

A - **30** [56.6%] states and/or territories do not change: **AK, AZ, CO, CT, DC, DE, FL, HI, IN, KS, KY, MA, MD, ME, MI, MN, MO**

(exception: director may be counted), **MS, MT, ND, NH, NM, NV, NY, PR, SD, VI, VT, WA, and WY.**

6 [11.3%] allow a 50% increase in the number of children per staff, other than infants, while children are asleep: **AL, AR, PA, TN, TX, and VA.**

3 [5.7%] allow a 50% increase in the number of children per staff while children are asleep: **CA, OH, and UT.**

2 [3.8%] allow a 50% increase in the number of children per staff for children 3 years of age and up: **GA and OK.**

3 [5.7%] permits only one adult in each nap room while all children are asleep: **IA, NE, and OR.**

1 [1.9%] permits only one adult in each nap room while all children are asleep if children are over two: **NC.**

2 [3.8%] permits less staff; no guidelines: **NJ and RI.**

1 [1.9%] state has no ratios: **ID.**

1 [1.9%] state permits the use of other staff (cooks, drivers, secretaries) to fill in for child care workers: **WI.**

No information provided: **IL, LA, SC, and WV.**

Q - How many and under what circumstances do child day care centers receive unannounced inspection visits from the licensing agency?

A - 7 [13.2%] states and/or territories, all inspection visits are unannounced: **CT, GA, LA, ME, NJ, NM, and PR.**

18 [34.0%] states and/or territories, unannounced inspection visits at least annually and upon compliant: **AL, AZ, CA, DC, IL, KS, KY, MA, MO, MT, NC, NE, OH, OR, TN, TX, VA, and WY.**

9 [17.0%] states and/or territories, unannounced inspection visits 2-4 times per year: **AR, FL, IN, OK, RI, UT, VI, VT, and WI.**

9 [17.0%] states and/or territories unannounced inspection visits only take place when a complaint has been filed: **AK, DE, HI, MD** (and at new licensing), **MI, MS, SD, WA, and WV.**

9 [17.0%] states and/or territories unannounced inspection visits can occur variously: **IA and ND** (some are unannounced),

MN (licensing review, complaints, and reinspections), **NH** (1 every 3 years), **NV and CO** (at least every two years), **NY** (at any time, no set timeframe), **PA** (randomly and upon complaint), and **SC** (all except renewal).

1 [1.9%] state has no unannounced inspections/visits: **ID.**

Q - How many and what states and/or territories require measles and/or HIB immunizations for child care center staff?

A - 42 [79.2%] do not specifically require staff to have either measles or HIB immunizations: **AK, AL, AR, CA, CO, CT, DC, DE, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, MI, MN, MO, NC, ND, NE, NH, NJ, NV, NY, OK, OR, PA, SD, TN, TX, UT, VA, VT, WA, WI, WV, and WY.**

7 [13.2%] measles is required for staff, but HIB is not required: **AZ, MA, ME, MS, MT, OH, and RI.**

1 [1.9%] measles and HIB are required: **PR.**

3 [5.7%] states and/or territories - no information provided: **NM, SC, and VI.**

Q - In light of the recent resurgence of tuberculosis across the United States, how many and what states and/or territories require a TB screening as a condition of employment in a child care center?

A - 40 [75.5%] states and/or territories require a TB screening as a condition of employment: **AL** (initially only), **AR, AZ, CA, CO, CT, DC, DE, FL, HI** (every 2 years), **IL, IN, KS, KY, LA, MA, MI, MO, MT, NC, NH, NJ, NM, NV** (every 2 years), **NY, OH, OK, PA, PR, RI, SC, SD, TN, UT, VI, WA, WI, WV, and WY**; also **VA** will require a TB test every two years beginning 3/1/96.

12 [22.6%] states and/or territories do not require child care center staff to be screened for TB: **AK, GA, IA, ID, MD, ME, MN, ND, NE, OR, TX, and VT.**

1 [1.9%] state permits the center to set policy regarding TB screening, but is considering returning to a statewide requirement: **MS.**

Q - How many and what states and/or territories require preservice training and/or experience for administrators and staff?

A - 37 [69.8%] states and/or territories require preservice training and/or experience: **AR, AZ, CA, CO, DC, DE, FL, GA, HI, IL, IN, KS, LA, MA, MN, MO, MS, NC, ND, NE, NH, NV, NY, OH, OK, OR** (not for teacher aides and other staff), **PA, PR, RI** (not teacher aides), **SC, TX, VA, VI, VT, WA, WI, and WV.**

15 [28.3%] states and/or territories only require preservice training and/or experience for directors and/or head teachers: **AL, AK, CT, IA, KY, MD, ME, MI, MT, NJ, NM, SD, TN, UT, and WY.**

1 [1.9%] state has no requirement: **ID.**

Q - How many and what states and/or territories require CPR and/or first aid as a <u>separate</u> requirement for staff?

A - 21 [39.6%] states and/or territories require CPR and/or first aid: **AR, CA, CO, CT, DC, GA, IN, KS, MA, MS, MT, NM, NV, PA, SC, SD, TX, UT, WA, WV** (FA only), **and WY.**

29 [54.7%] states and/or territories <u>do not</u> specifically require CPR and/or first aid: **AK, AL, AZ, DE, FL, HI, IA, ID, IL, KY, LA, MD, ME, MI, MO, NC, ND, NE, NJ, NY, OH, OK, OR, RI, TN, VA, VI, VT, and WI.**

2 [3.8%] states and/or territories - no information was provided **MN and NH.**

Q - How many and what states and/or territories require specialized training when working with children in any of the following areas - infants, school age, and/or children with disabilities?

A - 21 [39.6%] states and/or territories require some additional specialized training for staff: **CA and CO** (infants and mildly ill children), **DE, HI** (infants and children with disabilities), **IL, IN** (infants and toddlers), **KS, MA, MD, NM, NV** (directors only), **NY** (Group Heads only), **PA** (children with disabilities), **RI** (infants), **TX** (infants, school age and children with disabilities), **VA** (in programs working exclusively with children with disabilities), **VI**(children with disabilities), **VT** (2 hours each of all), **WI** (infants), **WV, and WY** (infants).

31 [58.5%] states and/or territories do not require specialized training: **AK, AL, AR, AZ, CT, DC, FL, GA, IA, ID, KY, LA, ME, MI, MN, MO, MT, NC, ND, NE, NH, NJ, OH, OK, OR, PR, SC, SD, TN, UT, and WA.**

1 [1.9%] state permits the director to decide: **MS.**

Q - How many and what states and/or territories require in-service training for administrators and staff? How much?

A - 47 [88.7%] states and/or territories require in-service training:

3 hours per year: **NV and MD** (6 hours for directors).

4 hours per year (workers): **AL** (2 hours for service staff and 8 hours for program directors) **and ID.**

6 hours per year: **CO, IA** (10 hours first year), **PA, TN** (12 hours for directors), **and VT** (9 hours for directors and head teachers).

8 hours per year: **FL, MT, VA, and WY.**

10 hours per year: **AR, GA, KS** (5 hours for directors) **and ND.**

12 hours per year: **AZ, IN, KY, LA, ME** (half time staff, 24 hours per year for full time staff), **MO, NE, and OK** (20 hours for directors).

15 hours per year: **AK** (12 hours for administrators), **DE, IL, MS, OH, OR, and WI.**

20 hours per year: **MA, TX, SD, and UT** (40 hours first year).

24 hours per year: **NM.**

Other: **CT** (1% of hours worked), **MN** (2% of hours worked), **NY** (15 hours biennially), **VI** (twice a year), **and DC, NC, RI, SC, WA, and WV** (amount not specified).

6 [11.3%] states and/or territories do not require in-service training: **CA, HI, MI, NH, NJ, and PR.**

Q - How many and what states and/or territories required centers to be tested for the presence of asbestos, lead, radon or other material as a condition of licensure?

A - **13** [24.5%] states and/or territories require testing for the presence of asbestos, lead and/or radon: **AZ** (lead, asbestos, and oil, but not radon), **CT** (lead and radon, and asbestos only if hazard exists), **DC, DE, MA, MD, and MO** (lead, but not radon or asbestos) **NH** (lead and asbestos, but not radon); **NJ** (lead and asbestos, radon is pending); **PR** (lead, asbestos and radon); **RI** (lead, asbestos and radon); **VA** (asbestos if facility was built before 1978); **VT** (asbestos, but not radon or lead); **and WI** (water tested for presence of lead).

34 [64.1%] states and/or territories <u>do not</u> require testing: **AL, AR, AK, CA, CO, FL, GA, HI, IA, ID, IN, KS, KY, MI, MN, MS, MT, NC, ND, NE, NM, NV, OH, OK, OR, PA, PR, SD, TN, TX, UT, VI, WA, and WY.**

1 [1.9%] state and/or territory will require testing for the presence of lead beginning in 1998, but not for asbestos or radon: **NE.**

No information provided: **IL, LA, NY, SC, and WV.**

Q - How many and what states and/or territories have a policy regarding smoking in a licensed/certified child care center?

A - **33** [62.3%] states and/or territories prohibit smoking at a child day care facility: **AK, AR, AZ, CA, CO, DE, FL, GA, HI, IL, IN, KS, MD, ME, MI, MS, MT, ND, NE, NH, NM, NY, OH, OK, PA, PR, RI, TX, UT, VI, VT, WA, and WI.**

12 [22.6%] states and/or territories permit smoking in designated areas only: **AL, CT, IA, KY, MA, NC, NJ, NV, OR, SD, TN, and VA.**

7 [13.2%] states and/or territories do not have a smoking policy: **DC, LA, ID, MN, SC, WV, and WY.**

1 [1.9%] state has passed legislation to prohibit smoking, but has not yet implemented: **MO.**

Q - How many and what states and/or territories have "infant only" child care centers?

A - 22 [41.5%] states and/or territories have "infant only" centers: **AZ, CA, CO, CT, GA, HI, KY, MA, MD, MI, MO, MT, NC, ND, NJ, NV, NY, OH, OR, SD, VA, and WI.**

Q - How many and what states and/or territories have "overnight" child care centers?

32 [60.4%] states and/or territories have "overnight" centers: **AL, AR, AZ, CA, CO, CT, FL, GA, IN, KS, KY, MD, ME, MI, MO, MS, MT, NC, ND, NE, NJ, NM, NV, OH, OK, SD, TN, TX, VA, VI, WA, and WY.**

ALABAMA (AL)

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Supplied by: Frances Arnold, Assistant Director
Family and Children's Services
DHS, Office of Day Care and Child Development
50 Ripley Street
Montgomery, AL 36130
PHONE: (334) 242-1425
FAX: (334) 242-0939

Number and Definitions of Regulated Programs
-1,302 licensed centers.
-Nursery schools, prekindergartens operating longer than four hours a day and not operated by public schools are subject to licensure; religiously affiliated facilities are exempt, but have the option of being licensed.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every 2 years; no license fee.
-Written fire and health department approvals required.
-General or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 32 sq. ft.; outdoor - 60 sq. ft. (over 2 1/2); 50 sq. ft. (under 2 1/2).
-Staff/child ratios: ages 3 weeks - 18 months - 1:6; ages 18 months - 2 1/2 years - 1:8; ages 2 1/2 - 4 years - 1:12; ages 4 - 6 years - 1:20; ages 6 - 8 years - 1:22; ages 8 years and older - 1:25.
-Naptime staff/child ratios: ages 3 weeks - 18 months - 1:6; ages 18 months - 2 1/2 years - 1:16; ages 2 1/2 years and older - 1:40.

Unannounced Inspection Policy
-Renewal, annual and complaint inspections are unannounced.

Complaint Procedure
-Policies that require immediate closing of a center exist.
-Length of time center has to come into compliance depends on situation.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against a center are prioritized and investigated.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 19; younger staff can work but may not be counted in child/staff ratio.
-Compliance with ADA in staff hiring is in the process of being reviewed and, if necessary, corrected, by the ADA coordinator for the state. Most centers have published notices that they are equal opportunity employers.

Staff Prescreening

-Staff required to have a medical examination once every 4 years; no recent changes in the TB screening policy; TB skin test required once initially.
-Service is offered for child abuse clearance, but is not required.
-Not required - fingerprinting, criminal records background check, chest x-ray, AIDS test, HIB and measles immunizations, and drug and alcohol tests.
-Self-disclosure required for criminal records.
-Conditional hiring prior to results of prescreening not allowed.
-3 written references from non-relatives, including at least one previous employer, required for center staff.

Staff Training

-Preservice education and experience required for center directors and program directors; high school diploma or GED required for teachers; cook and service staff must be able to read and write; all required to participate in center orientation.
-Program directors must obtain at least 8 clock hours of training each year; child care workers must obtain at least 4 clock hours of training each year; service staff shall obtain at least 2 clock hours of training each year.
-No special training required for infant care, special needs care, sick child care, or drop in care.
-CPR/ first aid is not a separate preservice and/or in-service training requirement.

Child Documentation Policy

-Center must keep specific information on each enrolled child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-Enrolled children are required to be immunized according to the schedule prescribed by the State Health Department; includes HIB.

Discipline Policy

-Corporal punishment is prohibited.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is permitted only in designated areas, away from the children, food storage, and food preparation.

Swimming Pool Policy
-Guidelines for swimming pools include: fence, locked gate, lifeguard and Red Cross lifesaving certificate.
-Child/staff ratio is affected: More staff is required.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-No separate regulations.
-No centers provide care to "infants only."

Overnight Care Programs
-Special requirements include: bathing facilities, staff, and sleeping accommodations.
-44 licensed for nighttime care (includes evening and overnight).

School Age Programs
-No separate regulations.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Gary Warren, DHR, 50 Ripley Street, Montgomery, AL 36130 (334) 242-1650.

Programs for Children with Disabilities
-Separate regulations exist.
-Compliance with ADA in providing services to children involves trying to establish training for providers so they understand the requirements of Title 3.

National Life Safety Fire Code
-Has been adopted by state.

Child Abuse and Neglect
-Contact any Sheriff's Dept. or any County DHR office.

Local Contact

-Geneva Hogan
Mobile County Department of Human Resources
P.O. Box 1906
Mobile, AL. 36633-1906

-Delores Hubbert
Madison County Dept. of Human Resources
2206 Oakwood Avenue, N.W.
Huntsville, AL. 35810-4499

Pending Legislation

-None.

ALASKA (AK)

Information
Supplied by: Jean Henry
Division of Family & Youth Services
P.O. Box 110630
Juneau, AK 99811-0630
PHONE: (907) 465-3207
FAX: (907) 465-3397

Definition and Number of Regulated Programs
-234 licensed day care centers [129 by the State of Alaska; 105 by the Municipality of Anchorage].
-Nursery schools, prekindergartens centers are included in this number; preschools are certified by the AK Dept. of Education and are not included in this number.

Requirements
-License required; preapproval inspections required.
-Licenses are renewed every two years; no license fee.
-Fire safety and sanitation inspections required biennially.
-General and/or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:5; toddlers - 1:6; preschool - 1:10; kindergarten - 1:15; schoolage - 1:20; mixed age groups - ratio for youngest child applies.
-Naptime staff/child ratios: same as above; no change.
-Centers must have at least one caregiver on duty at all times with current CPR and first aid training.

Unannounced Inspection Policy
-Centers may receive unannounced inspections at anytime, usually this happens in the case of a complaint or when licensing staff has reason to believe center is not complying with regulations/law.

Complaint Procedure
-If well being of a child is in jeopardy, center may be closed immediately.
-Noncompliance situations where children are not in jeopardy require only a warning.
-Length of time center has to come into compliance is variable.

-Resource and referral agencies, as well as Day Care Assistance administrators, are notified when a center is closed.
-Complaints registered against a center are responded to.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for administrator is 21; minimum age requirement for caregivers is 18.
-No information available regarding ADA in staff hiring.

Staff Prescreening
-Recent change in TB screening policy: as of 1/1/96 TB testing of personnel will not be required - State Department of Public Health think they have other adequate means of TB control.
-Medical examination may be required upon request; child abuse clearance is required; criminal background check required for all administrators and all adult occupants of facilities.
-Not required - AIDS test, HIB and measles immunizations, drug and alcohol tests.
-No administrator or caregiver may be under indictment for or convicted within the previous 10 years of a felony, crime of assault, reckless endangerment, contributing to the delinquency of a minor, misconduct involving a controlled substance, or unsworn falsification, as defined in AS.11 or laws of another jurisdiction, or a sex crime as defined in AS.12.62.035.
-Administrators or caregivers may never have been convicted of or be under indictment for sex crimes.
-Conditional hiring prior to results of prescreening not allowed.
-3 written references including 2 from non-relatives and including 1 from a previous supervisor required for administrator; 3 written references including 2 from non-relatives required for caregivers.

Staff Training
-12 hours college level credit in early childhood education required for center directors in centers licensed for 25 or more children; no requirements for lead/head teachers, assistant teachers, teacher aides or dietician and kitchen staff.
-15 hours annual in-service training required for center staff.
-No special training required for infant care, special needs care, sick child care, or drop in care.

Child Documentation Policy
-Center must have on each enrolled child: emergency record card; record of immunizations; must keep daily attendance record.
-No provision for screening children for blood lead level prior to acceptance in licensed child care programs.

Child Immunization Policy
-Enrolled children must be immunized.
-Enrolled children not required to have the HIB immunization.

Discipline Policy
-No form of corporal punishment may be used on newborns, infants, and children with special needs; only with prior written parental permission may controlled hand spankings with the open hand be used, when appropriate, with: a) no more than one slap on the clothed buttocks of a toddler; and b) no more than three slaps on the clothed buttocks of a preschooler or older child; and c) no other form of corporal punishment may be used.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure; although testing is not automatically done, if a problem is suspected, the Department of Environmental Conservation does inspect.
-There is no state financial assistance for the inspection and remediation of child care facilities for lead, asbestos or radon.

Smoking Policy
-Smoking is prohibited in centers at any time.

Swimming Pool Policy
-No guidelines for the use of swimming pools by child care centers.

Transportation Policy
-Requirements concerning the transportation of children exist.

Infant Care Programs
-No separate regulations for centers which service infants.
-No centers provide care to "infants only."

Overnight Care Programs
-No overnight care programs in centers.

School Age Care Programs
-Care will supplement child's school activities, providing change of pace and interest between school and child care program; freedom appropriate to the age of the child and opportunities for self-reliance and social responsibility; separate space, equipment, and supplies for the school age children if their presence infringes on the required space, equipment, and supplies for younger children; opportunities for school-age children to participate in the selection and planning of their own activities.

Sick Child Care Programs
-A facility that cares for a mildly ill child shall arrange a plan of care with the parent and provide a place where, under adult

supervision, the child may rest or play quietly apart from other children.

Subsidized Child Care Programs
-Is available; contact Alaska Dept. of Community and Regional Affairs, Child Care Programs, 333 W. 4th Ave., Suite 220, Anchorage, AK 99501-2341: (907) 269-4670).

Programs for Children with Disabilities
-Staff orientation must include training in care of specific children with disabilities; before admission of child with a special need, there must be discussion with parent; mainstreaming of children required per ADA.

National Life Safety Fire Code
-An adaptation is used; Uniform Fire Code and Uniform Building Code.

Child Abuse and Neglect
-Call 1-800-478-4444, or call the nearest office of AK Division of Family and Youth Services.

Local Contact
-Southeast Regional Offices
Wildmeadow Bldg., Ste 305
10002 Glacier Highway
Juneau, AK 99801
(907) 790-3221

-Southcentral Regional Offices
550 West 8th Ave., Ste 304
Anchorage, AK 99501
(907) 265-5095

-Northern Regional Offices
751 Old Richardson Highway
Number 300
Fairbanks, AK 99701-7899
(907) 451-2650

Pending Legislation
-None.

ARIZONA (AZ)

Information
Supplied by: Marlene Morgan, MSW
Health Program Manager
Department of Health Services
Office of Child Care Licensure
1647 E. Morten, Suite 230
Phoenix, AZ 85020
PHONE: (602) 255-1272
FAX: (602) 255-1126

Number and Definition of Regulated Programs
-1,378 licensed centers.
-Nursery school, prekindergartens and religiously affiliated centers are included.

Requirements
-License required; preapproval inspection required.
-License renewed every three years; $150 fee initially and at renewal which goes into the General Fund.
-Fire safety inspection required annually; building code inspection initially; kitchen sanitation inspection required annually.
-General liability insurance is required; no requirement for professional liability.

Regulations
-Space requirements per child: indoor - 35 sq. ft. for infants and one year olds, 25 sq. ft. for two year olds and older; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:5; one year olds - 1:6; two year olds - 1:8; three year olds - 1:13; four year olds - 1:15; school age - 1:20; mixed age groups - the ratio of the youngest child in the group.
-Naptime staff/child ratios are the same as at other time.
-At least one person must be on premises at all times with current certificates in first aid and CPR.

Unannounced Inspection Policy
-One unannounced visit annually.

Complaint Procedure
-No policies that require the immediate closing of a center.
-If found in violation of licensing regulations, center must come into immediate compliance or have written plan for correcting deficiencies and proposed date for completion.

-License may be revoked or suspended at any time for fraud or deceit in obtaining the license; center personnel incorrectly registered; center has personnel addicted to drugs or alcohol, who have engaged in physical, emotional or sexual abuse, who use unacceptable disciplinary methods, or failure to comply with the provisions of the Day Care Act.
-Resource and referral agencies are notified of center closings through telephone contact.
-Complaints against a center are responded to as follows: within 24 and 48 hours for alleged child abuse or immediate danger; 5 days for serious in nature, but no indication of immediate danger to health and safety; 10 days for all other complaints; 20 days for out-of- area complaints.

Staff Qualifications

-No state recommended salary schedule for staff.
-Minimum age requirements: 16 years as a volunteer or paid with assistant teacher supervision; 18 years for teacher caregiver; 21 years for director.
-Compliance with ADA in staff hiring is not addressed by the Office of Child Care Licensing at this time.

Staff Prescreening

-Fingerprinting and criminal records background check required within 20 days of employment and upon transfer to another corporation or private business.
-No recent changes in the TB screening policy - skin test for TB required prior to employment; chest X-Ray required if TB test is positive; in July 1996 policy will change: tuberculin tests shall be required for center personnel as follows: a tuberculin skin test shall be obtained prior to employment and for volunteers who will be in contact with children at the center on a weekly basis; if a prospective employee is known to be tuberculin skin test positive, that individual shall submit verification of current freedom from communicable tuberculosis based on examination by a physician or public health clinic. Personnel who have previously tested positive on skin tests must obtain a chest x-ray and sputum examination at any time they manifest symptoms compatible with tuberculosis. If the center is located in a home, every member of the household shall be subject to the tuberculosis screening required for personnel.
-written statement is required to be provided by the individual, testifying to immunity of measles.
-Not required - medical examination, child abuse clearance, AIDS test, HIB immunization, and drug and alcohol test.
-Conditional hiring before results of prescreening not regulated.
-Six written references required: 3 personal and 3 professional.
-No requirements regarding substitutes.

Staff Training
-A combination of preservice education/experience is required for all staff; different depending upon position.
-All staff required to participate in 12 hours of in-service training annually.
-No special training required for infant care, sick child care, or drop in care; training for care of children with disabilities may be required depending upon the severity of the child with a disability.

Child Documentation Policy
-Complete file must be maintained on each child; must be enrolled by parent or guardian; record of proper immunizations.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, except for certain medical or religious exemptions.
-HIB immunization required: regulations require that a verifiable record be provided by the child's health care provider, parent or guardian and indicate that the child has received the appropriate immunizations of Haemopilus Influenza, Type B.

Discipline Policy
-Corporal punishment not allowed.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are required as a condition of licensure to test the environment for lead, asbestos, and oil, but not for radon. Records are kept by the AZ Department of Environmental Quality and the applicable county of air pollution control.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon, lead or oil.

Smoking Policy
-Smoking is prohibited in child care centers.

Swimming Pool Policy
-Guidelines are as follows: Swimming pools over 2 ft. deep must have a recirculation system with a removable strainer, two pool inlets, an automatic disinfectant system, vacuum cleaning system and a 5 ft. fence with self closing-self latching gate.

-Child/staff ratio is affected: A minimum of 2 personnel on the center's premises at all times whenever 6 or more children are present.
-In addition to child/staff ratios, there shall be an additional person certified in advanced lifesaving and CPR to be present (in a private pool).

Transportation Policy
-Vehicle must be properly maintained; driver must be at least 18 years of age, hold a current Arizona driver's license, and current first aid certificate.
-Child restraints required, depending on age/weight of child.
-First aid kit and children's emergency medical care authorization must be in vehicle.

Infant Care Programs
-Supplemental program standards for infants.
-Supplemental equipment.
-There are centers providing care to "infants only," defined as any child who is 12 months of age or younger, or who is under 18 months and not yet walking.
-There are 276 "infant only" centers in the state.

Overnight Care Programs
-Special regulations include activity, bed, bathing, toileting, and personal grooming requirements as well as staffing requirements.
-53 centers provide overnight care.

School Age Care Programs
-Supplemental program standards for school-age children.
-Equipment standards.

Sick Child Care Programs
-Sick children are not allowed under present regulations.

Subsidized Child Care Program
-Is available; contact Department of Economic Security (602) 542-4248.

Programs for Children with Disabilities
-Supplemental.
-No mainstreaming required in addition to general program and equipment standards, there are requirements for in-service/training, physical plant modifications, personnel/child ratios, and parent conferences.
-Compliance with ADA in providing services to children: Department has removed classification from license, indicating all providers are required to comply with ADA. Architectural review indicates there shall be requirements that are in compliance with ADA.

National Life Safety Fire Code

-State has adopted 1985 edition of NFPA 101 Life Safety Code for child care centers.

Child Abuse and Neglect

-Cases of child abuse or neglect should be reported to Child Protective Services 1-800-330-1822 (statewide) and 530-1800 in Maricopa County.

Local Contact

-Three state offices - Phoenix, Flagstaff and Tucson.

Pending Legislation

-Senate Bill 1005; was enacted during the special session (summer). This bill mandates a comprehensive evaluation of laws and regulations that govern Arizona's child care programs in order to determine ways to lessen the regulatory burden on providers and to protect the health, safety and well-being of children in all day care programs.

-The Child Care Standards Review Committee was established to conduct the rule/law review. The final recommendations of the Child Care Standards Review Committee were submitted to the Governor and Legislature for review and action on October 27, 1995. It is anticipated that the Legislature will consider the recommendations in the upcoming session that convenes in January 1996. The proposed rules are also being prepared for submission through the state rulemaking process. Public hearings will be held in February 1996.

ARKANSAS (AR)

Information
Supplied by: Virginia Reid, Administrator
DCFS - Child Care Licensing
P.O. Box 1437, Slot 720
Little Rock, AR 72203-1437
PHONE: (501) 682-8590
FAX: (501) 682-8666

Number and Definitions of Regulated Programs
-1,190 licensed centers.
--Nursery schools, prekindergartens and religiously affiliated centers are included in the number.

Requirements
-License required when 6 or more children are in care; preapproval inspection required.
-Licenses are renewed every two years; license fee charged; all fees deposited in the Child Care Provider Fund for training grants, and payment of background checks.
-Fire safety and sanitation inspection required annually; zoning required initially.
-General liability and/or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:6; toddlers - 1:9; 3 year olds - 1:12; 4 year olds - 1:15; 5 year olds - 1:18; schoolage - 1:20; mixed age group - meet ratio for youngest child in group.
-Naptime staff/child ratios: reduce by 50% for centers; no change for infants.
-Center must have one person on duty at all times center is in operation who is certified in CPR.

Unannounced Inspection Policy
-Goal is for unannounced quarterly inspections; more often if complaints are received.

Complaint Procedure
-Immediate center closing only required in emergency situations.
-Warning required for items not thought to immediately jeopardize health or safety.

-Length of time center has to come into compliance depends on severity of the non-compliance.
-Once closed, the center is removed from the information systems of resource and referral agencies.
-Complaints registered against a center are responded to.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for center director is 21; minimum age requirement for remaining center staff is 18.
-Centers will soon be provided with information regarding ADA policy in staff hiring; the act is referenced in the regulations.

Staff Prescreening
-Medical exam, child abuse, criminal background check, chest x-ray or TB skin test; hiring is dependent upon a clear record or screen; no recent change in TB screening policy.
-Fingerprinting is required for the owner/operator or anyone not a resident of AR for the past 6 years.
-Not required - AIDS, drug or alcohol tests and measles and HIB immunizations.
-Written references required from last 6 years of employment.
-Temporary substitutes must meet staff requirements.

Staff Training
-Center directors must have a high school diploma plus 4 years experience or a CDA plus one year of experience in an approved facility or AA degree with an emphasis in early childhood, or a Bachelor's degree; lead/head teachers, assistant teachers, teacher aids and the dietician and kitchen staff must have a high school diploma or GED.
-10 hours of specific early childhood education from approved trainers.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.
-CPR/first aid is a separate preservice and in-service requirement.

Child Documentation Policy
-Child records must be kept and made available to the Division of Children and Family Services Licensing Staff on request.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized, including HIB; children entering care after age 36 months not required to have HIB.

Discipline Policy
-Corporal punishment is not allowed.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of lead, radon or asbestos as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Smoking Policy
-Smoking is prohibited in the physical confines of a child care facility.

Swimming Pool Policy
-Requires health department approval; staff must have Red Cross Life Saving certification or Water Safety Instructor.
-Reduced child/staff ratios: 3 year olds - 1:2; 4 year olds - 1:3; and 5 year olds - 1:5.

Transportation Policy
-Staff transporting children shall have a current valid driver's license; vehicle shall be licensed, insured and maintained in proper working condition and in compliance with AR state laws on transporting children.
-Driver may be counted in staff/child ratio, but shall not be the only adult when more than 12 children over age 3 are transported; for infants and toddlers, a ratio of one adult for 3 children shall be maintained
-Children shall be retrained in an age appropriate, approved restraint (if available) while being transported; there shall be a seating space for each child transported; for infants and toddlers, facility shall use an approved child safety seat with proper restraints for transporting each child under age 3 years.

Infant Care Programs
-Additional specific regulations exist in the ares of personnel, program, discipline, records, nutrition, furniture and equipment, transportation, health and safety.
-While 609 licensed centers serve infants, no information is available about the existence and number of "infant only" centers.
-Infant is defined as birth to 18 months.

Overnight Care Programs
-Special regulations for evening and night care regarding sleeping arrangements, staff/child ratio, program, nutrition and health issues exist.
-Number of centers providing overnight care unknown.

School Age Care Programs
-Separate regulations for before and after school and summer day camp programs.

Sick Child Care Programs
-Any child who becomes ill and unable to participate in the daily activities must be isolated and supervised. Appropriate action should be taken to meet individual needs of the child. Parents or guardian must be notified and requested to pick up child.
-Additional regulations exist for the sick care component.

Subsidized Child Care Programs
-Is available; contact Bobbie Ferguson, DCFS Subsidized Day Care, Box 1437, Slot 626, Little Rock, AR 72203-1437; (501) 682-8763.

Programs for Children with Disabilities
-Division of Developmental Disabilities Services does licensure for DDS sites. If children without disabilities are in care, a dual license is required.
-Centers are provided with information about compliance with ADA.

National Life Safety Fire Code
-Has been adopted; enforced by Fire Marshal; portions relating to child care centers utilized.

Child Abuse and Neglect
-Call 1-800-482-5964.

Local Contact
-Contact local division of Children and Family Services/Department of Human Services Office in every county.

Pending Legislation
-None.

CALIFORNIA (CA)

Information
Supplied by: Dennis Walker, Chief
Central Operations Branch
California Department of Social Services
Community Care Licensing Division
744 P Street, MS 19-50
Sacramento, CA 95814
PHONE: (916) 324-4031
FAX: (916) 323-8352

Number and Definition of Regulated Programs

-12,551 licensed centers.
-Nursery/preschools are not licensed separately; "day care center" is used generically to license nursery schools, preschools, Montessori schools, Head Start, prekindergartens and religiously affiliated centers, all of which are included in the number.

Requirements

-Licenses are mandatory unless exempt by law; preapproval inspections required.
-Licenses are issued in a perpetual basis; annual licensing fees of from $100 to $1,000 based on capacity.
-Fire safety inspection required at time of application for licensure. However, for purposes of a schoolage day care program operating on a functioning school site, the school fire inspection is accepted by law as sufficient fire clearance.
-General and/or professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; preschool - 1:12; schoolage - 1:14; mixed age groups - 1:12.
-Naptime staff/child ratios: infants - 1:4 while awake and 1:12 while sleeping; preschool 1:12 while awake and 1:24 while sleeping. In both cases the staff must be available at the center to meet the non sleeping requirement.
-One staff member who has pediatric CPR/first aid must be on-site at all times.

Unannounced Inspection Policy

-Yes, within 10 days of receipt of a complaint; annual visit; plan of correction visit; all visits other than the prelicensing visit.

Complaint Procedure

-Policies that require immediate closing of a center exist.
-Policies that require only a warning exist.
-Time frames for centers to come into compliance vary depending on the type of deficiency to be corrected. Time frames are developed jointly between the center staff and the Licensing staff.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against centers are responded to.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18; teacher aides may be less than 18 years old provided that they are either high school graduates, or that they are currently participating in an occupational program conducted by an accredited high school or college; teacher aides must work only under the direct supervision of a teacher.
-Compliance with ADA in staff hiring guarantees equal opportunity and gives civil rights protection to those staff members.

Staff Prescreening

-Staff required to be prescreened by medical exam; fingerprinting required at time of licensure and employment; child abuse clearance required prior to licensure and employment; FBI criminal records background checks are required when individual has been in California for less than two years.
-TB skin test must be performed not more than one year prior to or seven days after initial presence in the facility; no recent changes in the TB screening policy for child care personnel.
-Not required - AIDS test and drug and alcohol tests.
-There are no guidelines from the Department of Health for HIB and measles immunizations.
-Staff (other than director) are allowed to be hired and begin working in center pending fingerprint clearances. Other clearances must be submitted/cleared prior to employment.
-Teacher experiences shall be verified as having been performed satisfactorily at least 3 hours/day for a minimum of 50 days in a six-month period under the supervision of a person who would qualify as a teacher (as per DSS regulations).

Staff Training

-Preservice education and experience required for center directors, teachers,; no preservice education and experience requirements for teachers aides, the dietician and kitchen staff.
-No annual in-service training required.
-Special training is required for the care of infants and mildly ill children. No special training is required for the care of children with disabilities or for drop-in care.

-At least one director or teacher at all day care centers must have 15 hours of training in preventive health practices to include pediatric CPR/first aid. In addition, all directors and fully qualified teachers at day care centers for mildly ill children are separately required to have pediatric CPR/first aid.

Child Documentation Policy
-Records on each child must be maintained.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized.
-Health regulations are in the process of being changed to require the HIB immunization once after the age of 1 year.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but does not need to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-The issue of providing financial assistance for lead inspection and remediation is currently being explored by public and private groups concerned with lead poisoning.

Smoking Policy
-Smoking is prohibited on the premises of a licensed child care center; premises is interpreted by the legal staff to mean where care is given to children.

Swimming Pool Policy
-Guidelines for swimming pools include: at least one adult present during any water activities or near any body of water, with a valid water safety certificate on file at the center.
-Child/staff ratio becomes 1:6 during water activities (1:2 for infants); lifeguards or personnel supervising anyone other than center children are not included in the ratio.
-Red Cross lifesaving training not required by staff.

Transportation Policy
-Separate regulations concerning the transportation of children.

Infant Care Programs
-Separate regulations for centers which service infants exist.

-There are centers providing care to "infants only," defined as 0 - 2 years.
-There are 1063 "infant only" centers in the state.

Overnight Care Programs
-There are no special regulations for overnight care.
-Centers do provide overnight care, but the exact number is unknown.

School Age Care Programs
-Separate regulations for before and after school programs exist.

Sick Child Care Programs
-Separate regulations for mildly ill children exist.

Subsidized Child Care Programs
-Is available; contact Maria Balakshin, Director, Child Development Division, State Department of Education, 560 J Street, Suite 220, Sacramento, CA 95814; (916) 322-6233.

Programs for Children with Disabilities
-All current licensing regulations would apply and through the use of waivers and exceptions, alternative requirements would be substituted for existing regulations that would be more appropriate and necessary for the care of children with disabilities.
-Compliance with the ADA in providing services to children prohibits discrimination.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Complaints of suspected child abuse can be filed in any of the 17 state licensing offices, any law enforcement (city or county) and child protective offices located in every one of the 58 county social/health/welfare offices.

Local Contact
-Northern Regional Office
Frances Young, Manager
8745 Folson Blvd., Suite 130
Sacramento, CA 95826
(916) 229-4500 FAX (916) 229-4508
-Southern Regional Office
Margie Davis, Manager
5962 LaPlace Court, Suite 185
Carlsbad, CA 92008
(619) 929-2121 FAX (619) 929-2133

-Coastal Regional Office
Martha Mills, Manager
801 Traeger Avenue, Suite 105
San Bruno, CA 94066
(408) 266-8860 FAX (408) 266-8877
-Los Angeles Regional Office
Colleen Anderson, Manager
12555 Jefferson Boulevard, Suite 280
Los Angeles, CA 90066
(310) 574-6633 FAX (310) 574-6651

Pending Legislation

-Numerous pieces of legislation dealing with inspection reports made available at a center for public review, and earthquake safety.

COLORADO (CO)

Information
Supplied by: Dana Andrews
Licensing Administrator
Division of Child Care
Department of Human Services
1575 Sherman St.
Denver, CO 80203-1714
PHONE: (303) 866-5958
FAX: (303) 866-4453

Definition and Number of Regulated Programs

-**2,202** [includes 1,058 day care centers, 633 school-age day care centers, and 511 part day preschools]
-Nursery schools, prekindergartens and religiously affiliated centers are included in this number. Legally exempt centers providing religious instruction are not included in this number.

Requirements

-Licence required; preapproval inspection required.
-Licenses now are permanent; annual license fee ranges from $14 - $294, depending on number of children in center.
-Separate inspections required every 2 years by the Fire and Health Departments. Building code inspection required at opening and at capacity changes.
-General liability required if centers cares for children paid for by the state; otherwise no general liability or professional liability required.

Regulations

-Space requirements per child: indoor - infants: 50 sq. ft.; toddlers: 45 sq. ft.; preschool and school age 30 sq. ft.; outdoor - 75 sq. ft.; a minimum of 1,500 sq. ft. with 150 sq. ft. of shaded area; infant play yard, 400 sq. feet.
-Staff/child ratios: infants - 1:5; toddlers - 1:5; 2 year olds - 1:7; 2 1/2 to 3 year olds - 1:8; 3 year olds - 1:10; 4 year olds - 1:12; five year olds and up - 1:15.
-Group size: toddlers - 1:10; 2 year olds - 1:14; 2 1/2 year olds - 1:16; 3-4 year olds - 1:20; 4-5 year olds - 1:24; 5 year olds and up - 1:30.
-Room sizes: infants - 10 maximum; toddlers 1-2 years - maximum 20; and toddlers 2-3 years - maximum 28.
-Naptime staff/child ratios: same as above; no change.
-CPR/first aid is a separate preservice/in-service training requirement; there must be someone at the facility at all times

who has current certification in CPR and first aid; one person at all times in each infant room and one person at all times in the toddler nursery area.

Unannounced Inspection Policy
-All renewal, supervisory and complaint visits are unannounced.

Complaint Procedure
-No written policies that require immediate closing of a center. However, the law allows suspension of license if conditions endanger children's safety and well-being.
-No warning policy; all violations must be corrected.
-Usual time frame for center to come into compliance is immediate for serious violations or within 30 days.
-Currently working on a new process for notifying resource and referral agencies when a center is closed.
-Response process when a complaint is registered against a center: very serious (1-3 working days); serious (4-10 working days); moderate (10-15 working days); mild (14-20 working days); and very mild (14-20 working days).

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 16; 16-18 year olds required to have direct supervision of a group leader; must be 18 to work with infants.
-Compliance with ADA in staff hiring involves centers being told they cannot refuse to hire a staff with a disability but must evaluate on an individual basis.

Staff Prescreening
-Staff required to be prescreened by fingerprinting, child abuse clearance, criminal records background check, Mantoux TB test, and medical examination; chest x-ray required only if sensitive to TB test (Tine test no longer acceptable).
-Staff required to have immunizations required by their personal physician, which could include HIB and measles.
-Not required - AIDS test and drug and alcohol tests.
-Conditional hiring is allowed prior to results of prescreening.
-3 written references required to verify previous employment and position qualifications for staff less than 18 years of age; also character and suitability for working with children.
-Substitutes must meet the qualifications of the position of the person for whom they are substituting; must also be fingerprinted and have TB test.

Staff Training
-Preservice education and experience required for center directors, lead/head teachers, assistant teachers, teacher aides (infant/toddler only), and infant nursery supervisor - variety of

combined education and experience options available; no requirements for the dietician and kitchen staff.
-Infant and toddler aides must have completed 8 hours of orientation prior to assignment; infant group leaders must have completed 8 hours of orientation prior to work.
-Annual 6-hour in-service training required.
-Special training required for infant care and may be required for individual situations for sick child care--handled on an appeal basis; no special training required for the care of children with special needs or for drop in care.

Child Documentation Policy
-For child enrollment, must have child health history and immunizations, social history, emergency authorizations, phone numbers numbers of emergency contact people, medication authorizations, and authorizations for special activities provided by the center.
-No provision for screening children for blood lead levels prior to entrance into a licensed child care program.

Child Immunization Policy
-Enrolled children required to have HIB immunization because centers are considered schools by state law.

Discipline Policy
-Corporal punishment is prohibited.
-Center must have written discipline policy which is posted or is available to parents and staff.

Emergency Medical Consent Policy
-Parents must sign authorization of emergency medical care, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is prohibited during business hours in all areas where child care is provided and when transporting children.

Swimming Pool Policy
-Guidelines state that when a swimming pool is provided, it shall meet the requirements of the Colorado Department of Health. An outdoor pool shall have protective fencing of at least five feet with self-closing gates which are locked when pool is not in use; winter coverage, which shall exclude plastic or inflatable-type domes; and a nonskid surface area of at least five (5) feet adjoining pool sides. An indoor pool shall be located in a

lockable room separated from rooms used for child care or shall be fenced as required for outdoor pools.
-Use of permanent wading pools prohibited. Only portable wading pools under close supervision shall be used. Water temp. of not less than 60 degrees F. shall be maintained. Pools shall be emptied after use by each group of children or at least daily and placed in storage when not in use.
-Child/staff ratio not affected. Required ratio maintained.
-Though a certified Water Safety Instructor is required to be in attendance at all times when pool is in use, no information provided as to whether or not Instructor is staff member.

Transportation Policy
-Children must be in approved child restraint system to recommended age and must have written permission to transport.
-Driver of vehicle must have appropriate drivers' license for the size of the vehicle and vehicle must meet safety standards; and must be trained in first aid and CPR.

Infant Care Programs
-Additional staff requirements for centers which service infants, specifically for the infant nursery supervisor.
-There are centers providing care to "infants only," defined as 6 weeks to 18 months.
-There are approximately 20 "infant only" or infant/toddler centers for teenage parents, located in or associated with high schools.

Overnight Care Programs
-Special regulations involve: following provisions of care of children required in the Minimum Rules and Regulations for Child Care Centers; a nutritious evening meal shall be served to children, and a bedtime snack shall be offered; type of activities provided in morning and afternoon programs shall be available to children during their waking hours. Quiet activities shall be planned immediately preceding the children's bedtime; children shall be bathed as necessary and changed into comfortable night clothing for sleeping; separate beds, cribs, or cots with sheets and clean, washable covering or 2 in. sleeping pads or mattresses shall be provided for each child. If pads or mattresses are used, the room temperature at floor level shall be at 68 to 72 degrees. Pads and mattresses shall be fitted with clean, washable, removable covering. Permission of parents or guardians shall be obtained for each child who uses a sleeping pad or mattress placed in the floor; all staff members on night duty shall be awake and in the immediate vicinity of sleeping children; child/staff ratio: 1 adult - 6 or fewer children, 2 adults - 7 to 12 children, and one adult for each additional 12 children or portion thereof.
-Centers do provide overnight care, but state has no way to track this at this time with their computer system.

School Age Programs
-There is a completely different set of regulations specific to the needs of school-agers.

Sick Child Care Programs
-At this time regulations do not allow mildly ill children in care.
-Centers must appeal to care for sick children.

Subsidized Child Care Programs
-Is available; contact Colorado Department of Social Services, Office of Child Care Services: (303) 866-5958.

Programs for Children with Disabilities
-No special regulations for the care of children with disabilities; to comply with ADA, centers will care for children with for them.
-Compliance with ADA in providing services to children involves centers being told they cannot exclude children with disabilities but must evaluate on an individual basis.

National Life Safety Fire Code
-Has not been adopted by each local fire jurisdiction responsible for inspecting the facility.

Child Abuse and Neglect
-Contact each county Department of Social Services.
-All staff are mandated by law to report suspected child abuse.
-All staff mandated by rule to sign a statement that they know and are familiar with the definition of child abuse by Colorado law and understand their personal responsibility to report.

Local Contact
-No local contact offices; all day care center licensing staff are located at the state office.

Pending Legislation
-Child Care Licensing Law will be revised, streamlined and modified in 1996 legislative session based on the recommendation of the Legislative Audit Committee.

CONNECTICUT (CT)

Information
Supplied by: Devon Conover, Health Services
Supervisor, Licensure
Department of Public Health
150 Washington Street
Hartford, CT 06106
PHONE: (203) 566-2575
(800) 282-6063
FAX: (203) 566-2246

Number and Definition of Regulated Programs
-1,637 licensed centers.
-The number of licensed centers includes nursery schools, preschools, prekindergartens, and religiously affiliated centers.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every 2 years; license fee is $200.
-Fire safety inspection required annually; building code and zoning inspection required initially; health inspection required every 2 years.
-No general or professional liability insurance required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft. (usable footage). Programs licensed prior to January 1, 1986, will maintain the requirement for 30 sq. ft. per child.
-Staff/child ratios: infants - 1:4; toddlers - 1:4; preschool (over age 3) - 1:10; schoolage - 1:10; mixed age groups - 1:4.
-Naptime staff/child ratios: same as above, no change.
-One staff member who is trained in first aid must be on the premises at all times.
-Program authorized to administer specified non-prescription topical medication with parent's signature; a doctor's signature not be required for the administration of these non-prescription topical medications.

Unannounced Inspection Policy
-All inspections are unannounced.

Complaint Procedure
-Policies that require immediate closing of a center are based on individual cases.

-Length of time center has to come into compliance is not specified in law.
-Resource and referral agencies notified when a center is closed.
-All complaints registered against a center are responded to.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age for center director and lead/head teacher is 20.
-Requirements for temporary substitutes are the same as those for regular center staff.
-State complies with the ADA in staff hiring.

Staff Prescreening
-Medical examination; criminal records background check; measles immunization and TB skin test or chest x-ray required; no recent changes in TB screening process.
-Not required - fingerprinting, child abuse clearance, AIDS test, and HIB, and drug and alcohol tests.
-Conditional hiring prior to results of prescreening allowed.
-Staff and child need medical statements that document the presence or absence of any medical or emotional illness or disorder that would currently pose a risk to children in care or would currently interfere with effective functioning as an employee in a child day care center.

Staff Training
-Preservice education and specific experience required for center directors and lead/head teachers; no requirements for assistant teachers, teacher aides, or the kitchen staff.
-Dietician must be R.D. (only as a consultant if meals are served).
-Annual in-service training required - 1% of total hours worked.
-Training required for staff who administer medication to children.
-No special training required for infant care, care of children with disabilities.

Child Documentation Policy
-The operator of a center must be responsible for maintaining records on each enrolled child which must be kept current and be available at the center.
-Requirement for physical examination for children waived for religious beliefs.
-No provision for screening children for blood lead level prior to acceptance into a child care program.

Child Immunization Policy
-State statutes required all enrolled children to be immunized; including the HIB immunization; except for religious exemptions and medical contra-indications.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.
-Advanced practice registered nurse or physician assistant may sign a medical statement for an employee of center or group home.

Environmental Policy
-Facilities are required to test for lead and radon as a condition of licensure; also for asbestos if an obvious hazard exists with correction required as a hazard. Records are kept on file.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is prohibited except in designated smoking areas, provided these areas are separate, properly ventilated, and enclosed away from any children present at the facility. Signs shall be posted indicating smoking is prohibited expect in designated areas.

Swimming Pool Policy
-Guidelines follow the Public Health Code.
-Child/staff ratio not affected.
-PHC does not cover issue of staff having Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children.

Infant Care Programs
-Separate regulations for centers which service infants.
-There are centers which provide care to "infants only" defined age is under 3.
-There are 616 centers that have an "under 3" endorsement.

Overnight Care Programs
-Special regulations for overnight care.
-2 centers provide overnight care.

School Age Care Programs
-Separate regulations for before and after school programs.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Randall Wong, Dept. of Social Services, (203) 424-5325.

Programs for Children with Disabilities
-No separate regulations.
-State complies with the ADA in providing services to children.

National Life Safety Fire Code
-State uses the complete code.

Child Abuse and Neglect
-Contact DCF: 1-800-842-2288.

Local Contact
-Program is located in Hartford; the toll free number is (800) 282-6063.

Pending Legislation
-Civil penalties for illegal operation.
-Immunization schedules/requirements for program entry.

DELAWARE (DE)

Information
Supplied by: Pauline D. Koch, Administrator
DSCYF, Office of Child Care Licensing
Youth and Family Center
1825 Faulkland Road
Wilmington, DE 19806
PHONE: (302) 892-5800
FAX: (302) 633-5112

Number and Definition of Regulated Programs

-230 licensed centers.
-Nursery schools, prekindergartens and religiously affiliated programs which operate more than 4 hours per day are included; those which operate less than 4 hours and choose to be licensed are also included.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Fire safety and Public Health inspections required annually; building code inspection required once, prior to opening.
-General liability insurance required; professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft. per child for the maximum number of children who will use the playground at any one time; play area must be large enough to accommodate at least 1/4 of the licensed capacity at any time.
-Staff/child ratios: infants - 1:4; 12 to 24 months - 1:7; 2 to 3 years - 1:10; 3 to 4 years - 1:12; 4 to 5 years - 1:15; 5 years and up - 1:25; mixed age groups - for children under 24 months of age, the ratio shall be that for the age of the youngest child in the group; for mixed age groups with children over 24 months of age, the ratio shall be that required for the age group with the largest number of children present in the group.
-Naptime child/staff ratios: centers are allowed to decrease staff by one-half if all children are asleep.
-A staff person certified in first aid and a staff person certified in CPR for infants and children must be present at the center at all times during the hours of operation.

Unannounced Inspection Policy

-Unannounced inspections occur primarily when a complaint is received or when a facility shows a pattern/history of non-compliance.

Complaint Procedure

-Immediate closing of a center is required if it is determined that the children are in imminent danger.
-Policies for closings and warnings depend on the nature of the complaint.
-Length of time center has to come into compliance depends on the nature of the noncompliance.
-When a center is closed, resource and referral agencies are notified by telephone in order to establish a procedure for helping parents to locate alternative child care arrangements.
-When a complaint is registered against a center, the complaint must be responded to within 10 working days followed by a written report within 30 working days.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for center staff is 18 years; an assistant caregiver must be at least 16 years of age and work under the observation and supervision of a caregiver or Program Director.
-Compliance with ADA in staff hiring is unmeasurable at this point.

Staff Prescreening

-Center staff required to be prescreened by TB skin test, chest x-ray (if test is positive to TB) and medical examination; criminal records background check is required of new employees; no recent change in TB screening policy.
-Not required - child abuse clearance, AIDS test, HIB and measles immunizations, drug and alcohol tests.
-At least 2 character references are required.
-A center shall have substitute staff, including documentation of qualifications; if a substitute is used for 2 months continuously or longer, person shall be fully qualified for the position.

Staff Training

-Preservice education and/or experience required for center program directors, caregivers, assistant caregivers, and kitchen staff.
-15 hours annual in-service training required for center staff.
-Special training required for care of children with disabilities and sick child care; no special training required for infant or drop in care.

Child Documentation Policy

-The center shall make every effort to ensure that admission procedures involve a meeting with the parents(s) to secure necessary information.

-No provision for children to be screened for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be up to date with immunizations - including HIB immunization - prior to entrance and on a regular basis after.

Discipline Policy
-Corporal punishment is not permitted; only positive age-appropriate methods of discipline and guidance of children which encourage self-control, self-direction, self-esteem and cooperation may be used.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Testing for the presence of lead is required as a condition of licensure, but not asbestos or radon; results are kept on file.
-There is no state financial assistance for the inspection or remediation in child care centers for radon, lead or asbestos.

Smoking Policy
-Smoking is prohibited in areas used by children and in food preparation areas.

Swimming Pool Policy
-Guidelines for swimming pools not specified.
-Child/staff ratio not affected.
-Staff must be certified for water safety or have senior lifesaving certificate; staff also required to have Red Cross lifesaving training.

Transportation
-Regulations concerning the transportation of children exist.

Infant Care Programs
-There are specific requirements which pertain to infants, including age-appropriate activities, feeding, sleeping, diaper changing, etc.
-No centers provide care to "infants only."

Overnight Care Programs
-There are separate regulations for night care.
-No centers provide overnight care.

School Age Care Programs
-Separate regulations for before and after school programs exist.

Sick Child Care Programs
-Separate regulations for caring for sick children exist.

Subsidized Child Care Programs
-Is available; contact Norvella J. Brown, DES, DE State Hospital, 1901 N. DuPont Highway, Lewis Building, New Castle, DE 19720: (302) 577-4447.

Programs for Children with Disabilities
-Separate regulations about caring for children with disabilities exist; mainstreaming is permitted and encouraged when possible.
-State complies with ADA in providing services to children.

National Life Safety Fire Code
-The entire code is used; throughout the code day care centers are mentioned and the Fire Marshal applies to code as necessary.

Child Abuse and Neglect
-Call 1-800-292-9582 or 1-302-892-5800.

Local Contact
-One office in New Castle County and one office in Dover (serving Lower New Castle, Kent and Sussex County).

Pending Legislation
-None.

DISTRICT OF COLUMBIA (DC)

Information
Supplied by: Valerie A. Ware, Chief
Child Care Branch
DCRA Service Facility Regulation
Administration
Social Services Facility Division
614 H Street, NW, 10th Floor
Washington, DC 20001
PHONE: (202) 727-7226
FAX: (202) 727-7780

Number and Definition of Regulated Programs
-356 licensed centers.
-Nursery schools not regulated separately; prekindergartens and religiously affiliated centers are included in this number.

Requirements
-License required; preapproval inspection required.
-License renewed annually; fee required.
-Fire safety inspections required annually; building code and lead inspections required initially.
-General and professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 45 sq. ft. for children under age two, 35 sq. ft. for others; outdoor - 60 sq. ft.
-Group size and child-adult ratio: In programs where children are grouped according to age the child/adult ratio must be as follows:

2 yrs.- 2 yrs. 6 mos.	= 4:1,	Group Size - 8
2 yrs. 6 mos.- 3 yrs.	= 8:1,	Group Size - 16
4 yrs.	= 10:1,	Group Size - 20
5 yrs.	= 15:1,	Group Size - 25
6 yrs. - 14 yrs.	= 15:1,	Group Size - 30

When children of different ages are place in one group, the ratio shall be adjusted to protect the welfare of the younger children.
-Naptime staff/child ratios: same as above, unchanged.

Unannounced Inspection Policy
-Renewal inspections and complaint investigations are unannounced.

Complaint Procedure
-Unlicensed activities and case-by-case determinations require immediate closing of day care centers.
-For violations that are not serious in nature or magnitude where there is no eminent danger to the health, safety or welfare of the infants or children, warnings will be issued; centers will be given from 24 hours to 30 days to come into compliance.
-No formal procedure not notifying resource and referral agencies when a center is closed; listings of licensed centers are issued on a monthly basis.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for all staff is 18 years.

Staff Prescreening
-Medical examination is required with the results of TB skin testing and syphilis testing, chest x-ray when applicable; no recent changes in TB prescreening policy.
-Not required - fingerprinting, child abuse clearance, AIDS, or drug and alcohol tests.
-Conditional hiring not allowed prior to results of prescreening.
-Three written references from non related persons is required.
-Substitutes are required to have an annual physical.

Staff Training
-Preservice educational and/or experience required for center directors, head/lead teachers, assistant teachers, aides, dieticians and kitchen staff, and school bus drivers.
-In-service training required as needed.
-No special training required for infant care, care of children with disabilities, sick child care or drop in care.
-Preservice requirement for standard first aid.

Child Documentation Policy
-Center must have a file for each enrolled child: social history, current health certificate, registration, authorization for medical treatment, emergency contact persons, daily attendance.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care facility.

Child Immunization Policy
-All enrolled children must be immunized.

Discipline Policy
-Corporal punishment is not allowed.

Emergency Medical Consent Policy
-The parent shall submit to the director on an approved form the authorization for emergency medical treatment for the infant or child; forms do not have to be notarized.

Environmental Policy
-Facilities are required to be tested for lead as a condition of licensure; not for radon or asbestos.
-There is no state financial assistance for the inspection and remediation in child care facilities for lead, radon or asbestos.

Smoking Policy
-No policy regarding smoking.

Swimming Pool Policy
-No information available.

Transportation Policy
-Driver must be properly licensed; also specified vehicle requirements.

Infant Care Programs
-No separate regulations.
-No information available on "infant only" centers.

Overnight Care Programs
-No information available.

School Age Care Programs
-No separate regulations.

Sick Child Care Programs
-Not regulated; day care regulations do not permit care of "sick" children.

Subsidized Child Care Programs
-Is available; contact DHS, 609 H Street, NE, Washington, DC 20002; (202) 727-0284.

Programs for Children with Disabilities
-No separate regulations; program statement of center must address this; in compliance with ADA.

National Life Safety Fire Code
-Contact DC Fire Department, (202) 673-3250.

Child Abuse and Neglect
-Abuse: Metropolitan Police Department, (202) 576-6762; Neglect: DHS, (202) 727-0995.

Local Contact
-DCRA, (202) 727-7226.

Pending Legislation
-Pending legislation regarding the following: parents are permitted access to children at all times; staff required to have on-going continual education; and other changes in requirements.

FLORIDA (FL)

Information
Supplied by: Larry Pintacuda, Chief
Child Care and Prevention Services
DHRS - C & F Program Office
2811-A Industrial Plaza Drive
Tallahassee, FL 32301
PHONE: (904) 488-4900
FAX: (904) 488-9584

Number and Definition of Regulated Programs

-**5,668** licensed centers.
-Number reflects county licensed and state licensed facilities; those programs not requiring licensure such as those exempt in public and non-public schools or religiously exempt not included.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; Licensing fees: $25 up to 25 children, $1 per additional child to a maximum of $100 for 100 or more children; fees are deposited into state treasury as General Revenue/Unallocated.
-Fire safety inspection required annually.
-No requirement for general or professional liability insurance.

Regulations

-Space requirements per child: indoor - 35 sq. ft; outdoor - 45 sq. ft.
-Staff/child ratios: infants to 1 year - 1:4; 1 - 2 years - 1:6; 2 - 3 years - 1:11; 3 - 4 years - 1:15; 4 - 5 years - 1:20; school age - 1:25; in groups of mixed ranges where infants under 1 year are included, 1 staff member for not more than 4 children of any age group; where infants over 1 year are included, 1 staff for not more than 6 children; where infants not included, staff ratio is based on age of majority of children in group.
-Naptime staff/child ratios: same as above; however, currently looked at for possible change.
-If children are present, at least one staff person certified in pediatric CPR shall be in the facility.

Unannounced Inspection Policy

-Three of four quarterly visits during the licensure year are unannounced; announced visit is usually for the purpose of reading record, interviewing appointments, or renewal.

Complaint Procedure

-The local licensing agency may suspend or revoke a license or impose an administrative fine not to exceed $100 per violation, per day, for any violation of regulations, depending upon severity and previous violations. However, where a violation does or could cause death or serious harm, an administrative fine not to exceed $500 per day per violation may be imposed.
-How long a center has to come into compliance depends upon the severity.
-Resource and referral agencies notified of closings via Child Care Licensing Data Reports.
-When a complaint is lodged against a center, the complaint is investigated by a Children and Families Licensing Counselor, or a Protective Services Investigator, if appropriate, and the center is notified in writing.

Staff Qualifications

-No state recommended salary schedule for center staff.
-No person under the age of 21 can operate a child care facility and no person under the age of 16 can be employed at such a facility unless such person is under direct supervision.
-The Florida Children's Forum provides technical assistance to child care programs and staff regarding ADA requirements. They may be reached at (800) 423-6786 in Florida or (904) 681-7002.

Staff Prescreening

-Fingerprinting, TB skin test, criminal records background check required; rescreening every five years; no recent changes in TB prescreening process.
-Chest X-Ray, AIDS, HIB and measles immunizations, and drug and alcohol test not required.
-Employment history and character reference checks required.
-Conditional hiring prior to results of prescreening is allowed for probationary period.
-Substitutes must meet the requirements of the position they are filling.

Staff Training

-No specific preservice educational and/or experience requirements for directors, lead/head teachers, assistant teachers, or aides except that all child care personnel must take an approved 30 clock hour introductory course in child care;
-Child Development Associate (CDA) credential or approved equivalency required for personnel on a ratio of one CDA per 20 children.
-All child care center staff required to participate in 8 hours of in-service training annually.
-No special training required for infant care, care of children with disabilities, sick child care or drop in care.

Child Documentation Policy
-Enrollment form required.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care facility.

Child Immunization Policy
-Florida immunization and health certificate required within 30 days of enrollment, unless child has a religious exemption or temporary medical exemption signed by a licensed physician; emergency information, periodic health examinations and immunizations (including HIB), and attendance records required.

Discipline Policy
-No form of corporal punishment may be used.
-Children shall not be subjected to discipline which is severe, humiliating or frightening.
-Discipline shall not be associated with food, rest or toileting.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of lead, asbestos or radon as a condition of licensure, unless a problem is noted.
-There is no state financial assistance for the inspection and remediation of lead, asbestos or radon in child care facilities.

Smoking Policy
-Smoking is prohibited in child care centers.

Swimming Pool Policy
-Swimming pools must be constructed and operated according to 10D-5, F.A.C., one person with Advanced Life Saving Certificate (ALS) or equivalent unless certified lifeguard present.
-Child/staff ratio affected: Additional staff person on premises at all times; also applies to center sponsored field trips.
-Staff not required to have Red Cross lifesaving training. Provider of training as required above not specified by statute or administrative code.

Transportation Policy
-Requirements for child restraints or seat belts in vehicles used by child care facilities to transport children; requirements for mechanical inspections of the vehicles, insurance, driver health exam, and limitations on the number of children in the vehicles. A Commercial Driver's License (CDL) required for the transportation of children to or from preschool or any school-sponsored activities, when the vehicle utilized is designed to carry more than 16 persons including the driver.

Infant Care Programs
-No separate infant regulations except diapering requirements.
-Specific data not available for center care for "infants only."

Overnight Care Programs
-Night time care is less than 24 hours.
-Approval required by licensing authority prior to providing night time care; one staff awake all night; meals must be served when child has not received evening meal prior to arrival or is in attendance through breakfast; sleeping area must have minimum of 20 square feet of floor space per child; minimum of 18" between cots or beds; separate bed or cot for each child with own linens; children of opposite sex over the age of 6 shall not sleep in same room without adult supervision.
-There are 174 centers which provide nighttime care.

School Age Care Programs
-Some exemptions and special requirements.

Sick Child Care Programs
-Mildly ill child care program not regulated by HRS Child Care Licensure.

Subsidized Child Care Programs
-Is available; contact FL DHRS, Children and Families Program, 2811-A Industrial Plaza Drive, Tallahassee, FL 32301 (904) 488-4900.

Programs for Children with Disabilities
-Special regulations regarding staff/child ratio and continuity of services. Mainstreaming not required; but supported.
-For compliance with ADA in providing services to children, see Staff Qualifications.

National Life Safety Fire Code
-Has been adopted; the state Fire Marshall has adopted Section 101 of the National Fire Protection Association (NFPA) Life Safety Code, 1985, for application in child care facilities.

Child Abuse and Neglect
-"Child Abuse Hotline": Call 1-800-962-2873 or (904) 487-4332.

Local Contact
-There are 15 HRS District Offices and 11 local licensing agencies.

Pending Legislation
-None.

GEORGIA (GA)

Information
Supplied by: Marsha Gates
Department of Human Resources
Child Care Licensing Section
2 Peachtree St., NW, 20th Floor
Atlanta, GA 30303-3167
PHONE: (404) 657-5577
FAX: (404) 657-8936

Number and Definition of Regulated Programs
-2,115 licensed centers.
-Nursery schools and prekindergartens are not included in this number; religiously affiliated centers are; programs operated by state entities are exempt, as well as 7 hour summer day camps for school age children.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Building code inspection and sewage, water and fire inspections required once (upon opening); subsequent fire safety inspection requirements vary from county to county.
-No general liability or professional liability insurance required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 100 sq. ft.
-Staff/child ratios: infants - 1:6; walking one year olds - 1:8; two year olds - 1:10; three year olds - 1:15; four year olds - 1:18; five year olds - 1:20; school- age - 1:25; mixed age groups - age of youngest child if 20% or more in group.
-Naptime staff/child ratios: for children 3+ years old, staff/child ratio may be doubled provided one staff is in each room providing direct supervision of children and all required staff are in the building available for emergency evacuation.
-50% of staff required to have current first aid and CPR training.

Unannounced Inspection Policy
-All inspections are unannounced.

Complaint Procedure
-All complaints investigated; abuse complaints done jointly with protective services staff.

-Center with good history not cited previously for violation related to complaint would be asked to submit plan of correction.
-Center usually has no longer than 30 days to come into compliance.
-No routine policy for notifying resource and referral agencies if center is closed; R and R's are notified if they request it.
-When complaints are registered against a center, results are disclosed if requested; exception - abuse complaints are confidential, except that they may be disclosed to specific persons as defined by law.
-Other remedies available: civil penalty of up to $500 per day of violation, revocation of license, restriction of license, denial of application, public reprimand, emergency suspension; placement of emergency monitor in facility for 10 days; restraining orders.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirements for working in a center: administrator - 21 years; staff - 18 years; aides - 16 years.
-Compliance with ADA in staff hiring not specifically addressed, although rules require staff to be fit to perform job. Referrals made to appropriate resource agencies regarding specific issues.

Staff Prescreening

-Only directors required to be prescreened by fingerprinting; center staff required to be prescreened by criminal records background check for state crimes upon employment; no recent changes in TB prescreening policy.
-Not required - child abuse clearance, TB skin test, chest x-ray, medical exam, AIDS, HIB and measles immunizations, and drug and alcohol tests.
-Conditional hiring of staff (not director) is allowed until results of prescreening are received.
-No written references required.
-Temporary substitutes used on a routine basis must meet minimum qualifications and have a criminal background check.

Staff Training

-Preservice education or experience required for center directors, lead/head teachers. Orientation required for new staff.
-10 hours annual in-service training required for center staff related to job assignment. New staff must have specific training in abuse reporting, health related topics (disease control, illness detection, injury control, etc.)
-No specific training required for infant care, care of children with disabilities, sick child care, or drop in care except that training must be related to job assignment.
-Meeting the first aid and CPR requirements does not count toward annual 10 hours of training; at least 50% of center staff required to have CPR and first aid.

Child Documentation Policy
-Basic information required about child upon enrollment - identifying information, emergency authorization and contact, doctor's information, release statement, statement regarding health, allergies, etc.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children required to be immunized within 30 days; exceptions to the policy exist.
-Children in group care settings required to have HIB immunization.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-No smoking on the center property.

Swimming Pool Policy
-Pools must be inaccessible to children when not in use; must meet acceptable health standards.
-Child/staff ratio affected as follows: Children less than 2 1/2 years - 1:2; 2 1/2-4 years - 1:5; 4+ years who cannot swim 15 yards unassisted - 1:6; all others - 1:15.
-Staff is required to have lifesaving training offered by recognized agency for water safety instruction when the water is more than 2 feet deep.

Transportation Policy
-Regulations are specified in the rules.

Infant Care Programs
-Separate sections within the rules which address infant care.
-Centers do provide care to "infants only," defined as less than one year old or children under 18 months who are not walking.
-Only one "infants only" center currently in the state.

Overnight Care Programs
-Special regulations involving overnight care include: Separate changing areas for children of opposite sex, 8 years and older;

sleeping equipment must be provided; dinner and nighttime snack also required.
-Approximately 14 centers currently offer overnight care.

School Age Care Programs
-Regulations applicable to programs serving only children 5 years and older are specifically designated in the rules.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Contact: Division of Family and Children Services, Family Support Unit #2 Peachtree Street, NW, 12th Floor, Atlanta, GA 30303.

Programs for Children with Disabilities
-No separate regulations; center must negotiate an agreement with parent regarding specific needs of child upon enrollment.
-Compliance with ADA in providing services to children not specifically addressed; referrals made to appropriate resource agencies regarding specific issues.

National Life Safety Fire Code
-Has been adopted; enforced by the State Fire Marshall's office.

Child Abuse and Neglect
-Reported to Division of Family and Children Services.

Local Contact
-Child Care Licensing Offices:
-217 W. Oglethrope Blvd. Room 264, Albany, GA 31701, (912) 430-4302
-P.O. Box 327, Americus, GA 31709 (912) 931-2513
-330 Research Drive, Suite A 100, Athens, GA 30605, (706) 542-1241
-2 Peachtree St., NW, Rm. 20.102, Atlanta, GA 30303, (404) 657-5562
-P.O. Box 12435, Columbus, GA 31995 (706) 569-3117
-332 Washington St., NW, Suite 305, Gainesville, GA 30501, (404) 535-5475
-P.O. Box 398 Hazelhurst, GA 31539, (912) 375-3666
-3312 Northside Drive, Bldg. D, Suite 234, Macon, GA 31210, (912) 471-5722
-3728 Washington Road, Martinez, GA 30907, (706) 855-3455
-P.O.Box 440, Portal, GA 30450, (912) 865-2300
-1305 Redmond CR.,NW,Bldg.614, Rome, GA 30161, (706) 295-6199
-P.O. Box 8163, Savannah, GA 31412, (912) 651-2276
-P.O. Box 1906, Tifton, GA 31793, (912) 386-7155
-P.O. Box 1024, Valdosta, GA 31603, (912) 245-6580
-P.O. Box 1334, Waycross, GA 31501, (912) 285-6017

Pending Legislation
-None.

HAWAII (HI)

Information
Supplied by: David Mack
Child Care Program Specialist
Department of Human Services
P.O. Box 339
Honolulu, HI 96809
PHONE: (808) 586-5770
FAX: (808) 586-5180

Number and Definition of Regulated Programs
-490 licensed centers.
-Nursery schools, prekindergartens and religiously affiliated centers are included in this number.

Requirements
-License required; licensing required except in select situations; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Fire safety and sanitation inspections required annually; building code required at initial license.
-General or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 720 sq. ft. for 6 children plus 70 sq. ft. per child thereafter (up to 10); 1065 sq. ft. for 11 children plus 65 sq. ft. per child thereafter (up to 30); 2360 sq. ft. for 31 children plus 60 sq.ft. thereafter (up to 50); 3555 sq. ft. for 51 children plus 55 sq.ft. thereafter through 100; 6295 sq. ft. for 101 children plus 45 sq. ft. thereafter.
-Staff child ratios: infants - 1:3; toddlers - 1:4; 2 year olds 1:8; 3 year olds - 1:12; 4 year olds 1:16; schoolage - 1:20; mixed age group - age of youngest child.
-Naptime staff/child ratios: same as above; unchanged.
-A first aid trained staff is required during operational hours.

Unannounced Inspection Policy
-Take place when a complaint is filed.

Complaint Procedure
-Policies for immediate closing of a center exist; policies on non-health and safety require a written corrective action plan.
-Center has up to 6 months to come into compliance; time varies depending on violation.

-Resource and referral agencies notified when a center is closed.
-Public reports complaints directly to the licensing staff.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age for working in a center is 18, except for aides (16).
-Compliance with ADA in staff hiring is done to the extent possible.

Staff Prescreening
-Fingerprinting, child abuse clearance, and medical examinations are required at initial employment; criminal records background check is required at initial employment by the FBI and is required annually by the state; TB skin test or chest x-ray required every 2 years; TB screening process not recently changed because it is more stringent than health department.
-Not required - AIDS test, HIB and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of prescreening is allowed for an indefinite period of time.
-Two written references from former employers are required.
-Temporary substitutes must be at least 18 years old and must participate in orientations program of the facility.

Staff Training
-Preservice education and experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for the dietician and kitchen staff.
-No annual in-service training required.
-Special training required for infant care and care of children with disabilities; no special training required for sick child care.

Child Documentation Policy
-Center is required to keep information and records on each child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized, including HIB immunization.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are <u>not</u> required to be tested for the presence of asbestos, radon or lead as a condition of licensure.

-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is prohibited in all child care facilities.

Swimming Pool Policy
-State does have guidelines for swimming pools - exact details not provided.
-Child/staff ratios are the same as required during regular program.
-Certified lifeguard shall be on duty at all times for water/swimming activities.

Transportation Policy
-None.

Infant Care Programs
-Separate regulations exist.
-There are centers that provide care to "infants and toddlers," defined as infants (6 weeks - 12 months) and toddlers (12 - 36 months).
-There are 21 "infant and toddler" centers in the state.

Overnight Care Programs
-Special regulations for overnight care include: consultation with parents, after which special attention given by caregiver to provide for transition into night care; selection of toys for quiet activates made available; comfortable beds or cots, bedding, and night clothes available or supplied by parents; beds placed 3 feet apart; staff available to assist children during eating, pre-bedtime hours, and morning dressing; during sleep hours, staff within listening distance to provide for needs or respond to emergency; child must not sleep in building detached from main facility; night care facilities include at least one shower, bathtub, or bathing facility for the children.
-No centers provide overnight care.

School Age Care Programs
-Separate regulations for before and after school programs.

Sick Child Care Programs
-No special regulations.

Subsidized Child Care Programs
-Is available; contact DHS - Oahu: (808) 587-5266 (Honolulu) (808) 622-7111 (Wahiawa), Hawaii: (808) 959-0669, Maui: (808) 242-8418, and Kauai: (808) 245-3461.

Programs for Children with Disabilities
-Separate regulations for caring for children with disabilities in each type of licensed facility.
-Compliance with ADA in providing services to children is done to the extent possible.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Contact DHS (see above).

Local Contact
-OAHU
Child Care Connection Hawaii Program Office
1001 Bishop St., Pacific Tower, Suite 900, Honolulu, HI 96813
(808) 586-5770
Child care Connection Hawaii Unit I
677 Queen ST., 4th Floor Honolulu, HI 96813
(80) 587-5266
Child Care Connection Hawaii Unit II
1008 California, Bldg. A-102, Wahiawa, HI 96786
(808) 622-7111
-KAUAI
Child Care Connection Hawaii Unit Kauai
Dynasty Court, 4473 Pahee St., Suite G, Lihue, HI 96766
(808) 245-3461
-HAWAII
Child Care Connection Unit East Hawaii
Prince Kuhio Plaza, 111 East Puainako St., #A-105, Hilo, HI 96720
(808) 959-0669
Child Care Connection West Hawaii Unit
Frame Ten Bldg, 75586 Olio Rd, Rm 2004, Kailua-Kona, HI 96740
(808) 334-0722
-MAUI
Child Care Connection Hawaii Maui Unit
270 Waiehu Beach Rd, Ste 107, Wailuku, HI 96793 (808) 242-8418

Pending Legislation
-None.

IDAHO (ID)

Information
Supplied by: Kathy James, Bureau Chief
Department of Health and Welfare
P. O. Box 83720
Boise, ID 83720-0036
PHONE: (208) 334-5691
FAX: (208) 334-6664

Number and Definition of Regulated Programs
-449 licensed centers.
-Nursery/preschools are not licensed separately, but are not included in the number of centers.
-Religiously affiliated centers are licensed.

Requirements
-License required; fire and health preapproval inspection required.
-Licenses renewed every 2 years; maximum fee for licensing is $100 ($40 for fingerprints; health/sanitation and fire inspection are the remainder).
-Separate inspections required every 2 years or on complaint by the Fire and Sanitation Departments.
-General or professional liability insurance not required.

Regulations
-No space requirements.
-No specified staff/child ratios.
-No naptime staff/child ratios.

Unannounced Inspection Policy
-No unannounced center monitoring visits.

Complaint Procedure
-Immediate closing of center required if meets temporary restraining order or dire conditions.
-Dangers determine if only a warning is required, and the length of time a center has to come into compliance.
-Resource and referral agencies not notified is a center is closed.
-Complaints registered against centers are investigated.

Staff Qualifications
-No state recommended salary schedule for center staff.
-No minimum age requirement for working in a center.
-Compliance with ADA in staff hiring is unknown.

Staff Prescreening
-Staff required to be prescreened by fingerprinting (once if continuous employment) and criminal records background check.
-Not required - child abuse clearance, TB skin test, chest x-ray, medical examination, HIB and measles immunizations, AIDS test, drug and alcohol tests.
-There are no staff medical requirements.
-Conditional hiring allowed prior to results of prescreening is allowed with a self-declaration.
-No written references required.
-No state policy regarding the use of temporary substitutes.

Staff Training
-No preservice education and or experience is required for center directors, lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
-Staff required to participate in 4 hours annual in-service training.
-No special training is required for infant care, care of children with disabilities, sick child care, or drop in care.
-CPR/first aid is not a separate preservice and/or in-service training requirement.

Child Documentation Policy
-No specific state guidelines for child enrollment.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Parent/Guardian must present proof of child immunizations within 14 days of child's enrollment; exemptions to the policy exist.
-No information provided regarding HIB immunization for enrolled children.

Discipline Policy
-No discipline policy regarding corporal punishment.

Emergency Medical Consent Policy
-Written consent required, but does not have to be notarized.

Environmental Policy
-No requirements for facilities to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-No information about state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is allowed without restriction.

Swimming Pool Policy
-No guidelines regarding swimming pools, child/staff ratios, or Red Cross lifesaving training requirements for staff.

Transportation
-No regulations concerning the transportation of children.

Infant Care Programs
-No separate regulations for centers which service infants.
-No centers provide care to "infants only."

Overnight Care Programs
-No special regulations for overnight care.
-Centers do provide overnight care; exact number unknown.

School Age Care Programs
-No separate regulations for before and after school programs.

Sick Child Care Programs
-No separate regulations for caring for sick children.

Subsidized Child Care Programs
-Programs available; contact Health and Welfare, Family Self Support, Box 83720, Boise, ID 83720-0036; (208) 334-5691.

Programs for Children with Disabilities
-No separate regulations for caring for children with special needs.
-Compliance with ADA in providing services to children unknown.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Contact local Health and Welfare Offices.

Local Contact
-Region I
Region I H&W, FACS, 1250 Ironwood, Suite 100
Coeur d' Alene 83814, (208) 769-1515 FAX (208) 769-1473
1-800-548-7961
-Region II
H&W, FACS, 1118 "F" Street, P.O. Drawer B
Lewiston 83501, (208) 799-4360 FAX (208) 799-3466
-Region III
H&W, FACS, 111 Poplar Street,
Caldwell, ID 83605 (208) 459-7456 FAX (208) 454-7714
-Region IV
H&W, FACS, 4355 Emerald
Boise 83706, (208) 334-6900 FAX (208) 334-6738

-Region V
H&W, FACS, 601 Poleline Rd.
Twin Falls 83301, (208) 734-4000 FAX (208) 736-2120
-Region VI
H&W, FACS, 1070 Hiline, P.O. Box 4166
Pocatello 83205, (208) 235-2800, FAX (208) 236-6354
-Region VII
H&W, FACS, 150 Shoup Avenue, Suite 19
Idaho Falls, 83402, (208) 528-5914, FAX (208) 528-5775

Pending Legislation
-None.

ILLINOIS (IL) + +

Information
Supplied by: Carol Borders, Licensing Specialist
DCFS - Office of Licensing
406 East Monroe
Springfield, IL 62701
PHONE: (217) 785-2688
FAX: (217) 524-0014

Definition and Number of Regulated Programs

-2,488 licensed day care centers.
-Nursery schools, prekindergartens, and religiously affiliated centers not exempt from licensure, are included in this number; IL exempts from licensure programs operated by public or private (including religious) school systems serving children who have attained the age of 3; there are no provisions to exempt any programs serving children under age 3.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed every 2 years; no license fee.
-Fire safety inspection required annually; Health inspection required every 2 years.
-General liability insurance required; professional liability insurance not required.

Regulations

-Space requirement per child: indoor - 55 sq. ft. for infants and toddlers; 35 sq. ft. per child; outdoor - 75 sq. ft.; outdoor space must accommodate 25% of enrollment.
-Staff/child ratios: infants - 1:4; toddlers - 1:5; two year olds - 1:8; preschool - 1:10; school- age - 1:20; mixed age groups - must have ratio required for lowest age child.
-Naptime staff/child ratios: no information provided.
-During hours of operation at least one staff member certified in CPR/first aid, the Heimlich maneuver must be present.

Unannounced Inspection Policy

-A minimum of one unannounced annual visit; all complaint investigations are unannounced, as are follow-up visits.

Complaint Procedure

-Law authorizes immediate closing of a center required when health, safety, welfare or morals of children are in jeopardy.

-Length of time center has to come into compliance depends upon seriousness of violation and impact upon care.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against a center are responded to.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for center director - 21; minimum age requirement for other center staff - 19.
-Compliance with ADA in staff hiring: Current rule does not prohibit hiring of specially abled if physical and mental health do not interfere with child care responsibility. Rule Language Provisions will address compliance with ADA.

Staff Prescreening
-Staff required to be prescreened by child abuse clearance, criminal records background information check, TB skin test, chest x-ray (in cases of positive skin test), and medical examination; no recent change in TB screening policy; plans are to implement fingerprinting in 1995.
-Not required - AIDS, HIB and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of prescreening is allowed; policy established by facility, but hiring criteria must be met.
-3 character references required.
-Substitutes shall have same qualifications of staff for whom they substitute.

Staff Training
-Preservice education and/or experience required for center director, lead/head teachers, assistant teachers (amount required depends on position; courses required depend on age and number of children in care); dietician and kitchen staff shall have the same personal qualifications as required of other staff.
-15 hours annual in-service training required for center staff.
-Special training required for care of children with disabilities; no special training required for infant care (except requirement for nurse/consultant), sick child care, or drop in care.

Child Documentation Policy
-Centers must maintain record file on each enrolled child.
-No provision for prescreening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-All enrolled children must be immunized, including HIB immunization; exemptions allowed on religious grounds or clinical reasons.

Discipline Policy
-Center staff shall use disciplinary measures designed and carried out in such a way as to help individual children develop self control and to assume responsibility for their own acts. No child shall be subjected, under any circumstances, to corporal punishment inflicted upon the body or to verbal abuse, or be deprived of regularly scheduled meals or any part of meals as punishment, or punished for toilet accidents.

Emergency Medical Consent Policy
-Standards require parent(s) to provide name, address and telephone number of physician and names of other persons to contact if the parent(s) are not available in an emergency situation. Forms do not have to be notarized.

Environmental Policy
-No information available about testing facilities for radon, asbestos or lead.

Smoking Policy
-Smoking is not permitted.

Swimming Pool Policy
-Guidelines must meet requirements of the IL DPH.
-Child/staff ratios are affected: Infant/Toddler (1-1); 2 yr olds (4-1); 3 yr olds (6-1); 4 yr olds (8-1); 5 yr olds (10-1); and school-age (15-1).
-At least one staff member must have Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-Separate section in standards exist for centers which service infants.
-There are centers providing care to "infants only," defined as 6 weeks to 2 years.
-The number of "infant only" centers in the state is unavailable.

Overnight Care Programs
-There are special regulations for overnight care: Section of rule addresses specifics for night care.
-Number of centers providing overnight care is unavailable. Facilities are generally associated with employment related day care - Hospitals/or other employers requiring shift schedules.

School Age Programs
-Separate section in standards exist for before and after school programs.

Sick Child Care Programs
-Separate regulations for caring for sick children do not exist.

Subsidized Child Care Programs
-Is available; contact Department of Children and Family Services, 406 East Monroe, Springfield, IL, 62701: (217) 785-9206.

Programs for Children with Disabilities
-Separate section in standards exist in caring for children with disabilities; mainstreaming of children with disabilities is encouraged.
-Compliance with ADA in providing services to children: Services are addressed in Special Needs Section of Rule.
-Developing Rule Language to ensure compliance with ADA.

National Life Safety Fire Code
-Has been adopted; state fire marshall's office implemented NFPA's 1991 Life Safety Code.

Child Abuse and Neglect
-Call 1-800-252-2873.

Local Contact
-There are 4 regional offices within the state.

Pending Legislation
-No significant legislation is planned; however, a day care committee is currently reviewing the standards for possible revision by the end of 1995.

++ Information from 1995 Child Day Care Center Licensing Study.

INDIANA (IN)

Information
Supplied by: James Hmurovich, Director
Division of Family and Children
402 West Washington St. - 3rd Floor
Indianapolis, IN 46204
PHONE: (317) 232-4442
FAX: (317) 232-4468

Number and Definition of Regulated Programs
-639 licensed centers.
-Private or public school programs; day care religious ministries are registered.
-Nursery schools, prekindergartens and religiously affiliated centers are **not** included in this number.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every two years; a license fee of $2.00 per child is required.
-Fire safety and Health inspections required annually; building code inspection required once by State - local inspections vary.
-General or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft. (excludes kitchen, hallways and bathrooms); outdoor - 50 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:5; 2 year olds - 1:5; 3 year olds - 1:10; 4 year olds - 1:12; 5 year olds - 1:15; 6 year olds and up - 1:20.
-Naptime staff/child ratios: same as above; no change.
-At least one adult on the premises whenever children are present must be trained in pediatric CPR.

Unannounced Inspection Policy
-Approximately 3 times per year (licensing inspections and complaints).

Complaint Procedure
-If children are at risk or in imminent danger, immediate closing of center is required.
-Policies that require only a warning exist; probationary licenses may be issued.
-Length of time center has to come into compliance depends on severity of non-compliance.

-Resource and referral agencies not notified if a center is closed.
-Complaints registered against a center are responded to; the staff person assigned a complaint has 10 days to file written response for the center file.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18 and age 21 for infants.
-Compliance with ADA in staff hiring is required under federal law. All centers expected to comply.

Staff Prescreening
-TB skin test required within 3 months prior to employment and annually thereafter for all persons having direct contact with children required; if TB test is positive, chest x-ray is mandatory; no recent changes in TB screening process.
-Criminal records background check and child abuse clearance also required.
-Not required - fingerprinting, medical examination, AIDS test, HIB and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of prescreening not allowed.
-No written references required; each center has own requirements.
-A responsible adult age 18 or over must always be readily available to substitute for a regularly assigned staff member in charge of a unit of children.

Staff Training
-Preservice education and experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for the dietician and kitchen staff.
-At least 12 hours of annual in-service training required for center staff.
-All employees providing direct care to children must have training in basic first aid within three months of employment and at least every three years thereafter.
-All staff members who have direct contact with infants and toddlers must have current training in first-aid procedures, particularly control of bleeding, treatment for shock, artificial respiration, poisoning, choking and seizures, prior to giving care; no special training required for special needs care, sick child care, or drop in care.

Child Documentation Policy
-Center must keep adequate social and progress records, as well as identifying information, on each child in care.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized, including HIB immunization, unless a specific immunization is a danger to the health of the child.

Discipline Policy
-The director must not use, nor permit any person to use, corporal or other cruel, harsh or unusual punishment, or any humiliating or frightening method to control the actions of any child or group of children. No child may ever be shaken, hit, or spanked.

Emergency Medical Consent Policy
-Written consent require, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is prohibited in areas where children are present, are at any time present, and in the kitchen.

Swimming Pool Policy
-Guidelines include that the pool be maintained according to state health regulations; written parental permission; pool must be fenced; locked gate; and two flotation devices.
-Child/staff ratios are affected; must be 2 times regular ratio.
-Staff required to have Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-Separate regulations for centers which service infants.
-No centers provide care to "infants only."

Overnight Care Programs
-Special regulations include additional state fire marshall requirements.
-6 centers provide overnight care.

School Age Care Programs
-Specific regulations for school age children in attendance at a licensed center.

Sick Child Care Programs
-Specific regulations for care of children who become ill at a center exist.

Subsidized Child Care Programs
-Is available; contact IN Division of Family and Children, Bureau of Child Development, 402 West Washington St., 3rd floor, Indianapolis, IN 46204: (317) 232-2291.

Programs for Children with Disabilities
-No special regulations.
-Compliance with ADA in providing services to children are required under federal law. All centers expected to comply.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Each county has child protection services telephone numbers.

Local Contact
-None.

Pending Legislation
-None.

IOWA (IA)

Information
Supplied by: Barbara A. Bosch
Program Manager
Department of Human Services
Hoover State Office Building, 5th Fl.
Des Moines, IA 50319
PHONE: (515) 281-6074
FAX: (515) 281-4597

Number and Definition of Regulated Programs

-**1,554** licensed centers (includes 695 preschools).
-Number also includes prekindergartens (which are not part of an approved school system) and religiously affiliated centers.
-Preschools licensed separately, but with same regulations.
-Programs operated by an approved non-public or public school are under the IA Dept./Education; the only general exceptions.

Requirements

-License required for anyone who is not registered and caring for 7 or more children; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Fire safety inspection required annually; building code and zoning inspections depend on local requirements at the time of opening.
-General and/or professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft. (program area only); outdoor - 75 sq. ft. (at any one time with a minimum of 1000 sq. ft. total); in room with infants with cribs - 40 sq. ft.
-Staff/child ratios: infants - 1:4; 2 year olds - 1:6; 3 year olds - 1:8; 4 year olds - 1:12; 5 to 10 year olds - 1:15; mixed age groups - based on age of youngest child in group.
-Naptime staff/child ratios: ratios above must be met in the premises, but only one adult is required in each nap room while all children are asleep.
-Someone must be on premises at all times with current first aid; director must have first aid and CPR; all staff 18 years old and up must be certified in first year of employment in first aid and CPR and must maintain certification.

Unannounced Inspection Policy

-Some consultants do only unannounced inspections; the rest schedule licensing evaluations with one or more unannounced visits each year.

Complaint Procedure

-No policies that require immediate closing of a center; if the children are in immediate danger, can request injunction from County Attorney.
-No specific written definition for policies that only require a warning.
-Length of time center has to come into compliance depends on the specific deficiency.
-Resource and referral agencies not officially notified if a center is closed.
-When a complaint is registered against a center, the responsible day care consultant investigates immediately and sends a written report to the center and keeps one in file; further response depends on result of investigation.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 16 if under the supervision of an adult and 18 if alone with children.
-No information available about compliance with ADA.

Staff Prescreening

-Center staff required to be initially prescreened by child abuse clearance and criminal background check, and every 5 years thereafter; medical examination initially and every 3 years.
-No required - fingerprinting, TB skin test, chest x-ray, AID test, drug and alcohol tests.
-Measles or HIB immunizations are not mandated for staff. requirements for staff.
-Conditional hiring prior to results of prescreening is allowed until forms are returned to center (around 8 weeks).
-No written references required.
-Center should have substitutes who meet requirements on file (if not, temporary substitutes may be used until files are completed).

Staff Training

-Combination of preservice education and experience required for center directors; no requirements for lead/head or assistant, teachers, teacher aides, and the dietician and kitchen staff.
-10 hours training required in specific subjects in first year of employment.
-6 hours annual in-service training required on-going.
-No special training required for infant care, care of children with disabilities, or drop in care; get well centers require an LPN or RN on duty at all times and some specialized training.

Child Documentation Policy

-Children are required to have on file before entering: pre-enrollment physical exam report, immunization record, emergency medical consent form, permission for specific individuals to pick

up child, doctor's name, address, and telephone number, and emergency contact person.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, including HIB.

Discipline Policy
-Physical punishment, and any punishment that is humiliating, frightening, or causes pain or discomfort, or connected with food or toilet training is prohibited; also prohibited is verbal abuse, threats or derogatory remarks about the child and the child's family.

Emergency Medical Consent Policy
-Written consent is required, but does not have to be notarized, depending on local hospital requirements.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-During hours of operation, smoking shall not be allowed in any program area, child-occupied room or facility-operated vehicle. Smoking shall never be allowed in food preparation or storage areas.

Swimming Pool Policy
-Falls under Department of Public Health.

Transportation Policy
-A second staff member must be present if more than 6 children are being transported.

Infant Care Programs
-Center must report to parents each day on what occurred that day.
-No information available on "infant only" centers.

Overnight Care Programs
-Bathing facilities required, complete bedding and night clothes available.

School Age Care Programs
-Allow for different qualifications for on-site director; otherwise the same.

Sick Child Care Programs
-Separate regulation exist requiring different physical arrangements of facility, RN or LPN, triage procedures, and medical doctor as consultant.

Subsidized Child Care Programs
-Is available; contact Department of Human Services local office.

Programs for Children with Disabilities
-No separate regulations; mainstreaming is not required, but is allowed.
-No information about compliance with ADA.

National Life Safety Fire Code
-Has not adopted; IA has its own code for fire in effect.

Child Abuse and Neglect
-Statewide number: (800) 362-2178; each county has specific numbers.

Local Contact
-Each county has a Department of Human Services Office.

Pending Legislation
-None.

KANSAS (KS)

Information
Supplied by: Christine Ross-Baze, Director
Child Care Licensing & Registration Section
Dept. of Health and Environment
1095 S.W. 9th St. Mills Bldg. 400 C
Topeka, KS 66612-2217
PHONE: (913) 296-1272
FAX: (913) 296-7025

Definition and Number of Regulated Programs
-1,362 (includes 1,001 licensed day care centers; 361 preschools).
-Nursery schools, preschools, prekindergartens, religiously affiliated centers and school age programs are included in this number.

Requirements
-License required; preapproval inspection required.
-License reviewed annually; license fee is $15 for license capacity of up to 12 children; 13 or more is a base fee of $35 plus $1 for each child in capacity; fees go to state general fund.
-Fire safety inspection required annually; building code inspection required annually where city requires; sanitation inspection required yearly if using septic system or well water.
-General liability insurance required; professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft., excluding passage ways, restrooms, kitchens, crib space; outdoor - 75 sq. ft. to accommodate 1/2 of license capacity (min. 750 sq. ft.).
-Staff/child ratios: infants - 1:3; toddlers - 1:5; 2 1/2 to 6 years - 1:10; 3 to 6 years - 1:12; schoolage (K-12) - 1:14; schoolage (6-12) - 1:16; mixed age groups (ages 0-6) - 1:4, maximum of 8 children in one group.
-Naptime staff/child ratios: same as above; no change.

Unannounced Inspection Policy
-Yes, annually and in complaints; compliance checks are conducted following enforcement action.

Complaint Procedure
-Policies that require immediate closing of a center include emergency suspension capability in life endangered situation.
-Length of time center has to come into compliance depends on

violation; 5 days for compliance or plan for compliance.
-Resource and referral agencies are notified when the department intends to close a center by enforcement action; monthly lists of active files are now available to R&R's.
-When complaint is registered against a center, the Health Dept. or SRS conduct complaint investigations; reports are sent to DHE; enforcement action is then taken.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirements for center staff: directors and lead teachers - 18; aides - 16; volunteers - 14.
-Compliance with ADA in staff hiring is administered by another agency.

Staff Prescreening
-Child abuse clearance, criminal records background check, TB skin test or chest x-ray and medical examination are required; no recent change in TB screening procedure.
-Not required - fingerprinting, AIDS test, HIB and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of prescreening are allowed for one week.
-Written references required.
-Requirements for temporary substitutes are in regulations.

Staff Training
-Preservice education and/or experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for dietician and kitchen staff.
-Annual in-service training required for center staff: 10 clock hours for staff; 5 clock hours away from center for directors.
-First aid is separate preservice and/or in-service requirement.

-Special training required for infant care and care of children with disabilities; no special training required for drop in care.

Child Documentation Policy
-Health forms are required for each enrolled child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, including the HIB immunization.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Since forms are required to be acceptable to the hospital that provides emergency treatment, form may have to be notarized; it depends on that hospital's requirement.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Smoking Policy
-Smoking is prohibited in licensed centers while children are present.

Swimming Pool Policy
-Guidelines include: swimming pools with water over 24" deep, wading pools, and hot tubs on the premises must be constructed, maintained, and used to safeguard the lives and health of the children; number and ages of children limited to allow appropriate supervision by adult staff members; legible safety rules posted in conspicuous location, and read and reviewed weekly by each staff member responsible for the supervision of children; below-ground swimming pools enclosed by fence not less than 5 ft. high; above-ground swimming pools shall be 4 ft. high or enclosed with fence not less than 5 ft. high; steps removed from pool when pool not in use; sensors not used in lieu of fence; pool 6 ft. in width, length, or diameter provided with ring buoy and rope or shepherd's hook of sufficient length; children never permitted to play without supervision near wading pool with water; water in wading pools emptied daily; hot tubs covered with insulated cover secured with straps or locks; children in day care not permitted to use hot tubs; ponds and lakes used only by children over 6 years of age, and must be approved for swimming by county health dept. or Kansas dept. of health and environment or like dept.
-Child/staff ratios are maintained the same as required ratios for various age groups.
-The state cannot promote one agency's program by requiring staff to have Red Cross lifesaving training, but a person with a life saving certificate or a person with training in CPR who can swim shall be in attendance when children are using a swimming pool; certified lifeguard on duty at ponds and lakes.

Transportation Policy
-Current driver's license and insurance, seat restraints, supervision and vehicle safety check.

Infant Care Programs
-Regulations for centers have special sections for preschool care, special needs programs, full-day care, infant and toddler care, school age care, and intergenerational care.
-No centers provide care to "infants only."

Overnight Care Programs
-No information given regarding the special regulations for overnight care.
-Centers do provide overnight care, but exact number is unknown.

School Age Programs
-Child care, before and after school programs are licensed, including programs in public schools, offered by parks and recreation.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Are available; contact Verna Weber, Department of Social and Rehabilitation Services: (931) 296-6772.

Programs for Children with Disabilities
-Separate regulations for caring for the care of children with disabilities exist.
-Compliance with ADA in providing services to children is administered by another agency.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Call 1-800-922-5330 or the local Social and Rehabilitation Services Office.

Local Contact
-Local County Health Dept.

Pending Legislation
-None.

KENTUCKY (KY)

Information
Supplied by: Bess Abney, MSW
Program Specialist
OIG-DL&R, CHR Building 4-E
275 East Main Street
Frankfort, KY 40621
PHONE: (502) 564-2800
FAX: (502) 564-6546

Number and Definition of Regulated Programs
-1,861 licensed centers.
-Nursery schools, prekindergartens and religiously affiliated centers are included in the number.

Requirements
-License required for care of 7 or more children who are not the children, grandchildren, nieces, nephews, or children in legal custody of the provider of care; preapproval inspection required.
-Licenses are renewed annually; $80 initial licensure fee for Type I Centers; $40 initial licensure fee for Type II Centers; $40 renewal fee for both types; money goes to state general fund.
-Fire safety and building code inspection required annually.
-General liability insurance required; professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 60 sq. ft.; indoor space in lieu of outdoor play area is 60 sq. ft.
-Staff/child ratios: infants - 1:5; toddlers - 1:6; 2 to 3 years - 1:10; 3 to 4 years - 1:12; 4 to 5 year olds - 1:14; school age - 1:15; 7 and older - 1:25 (before/after school); 7 and older - 1:20 (full day care).
-Naptime staff/child ratios: same as above; no change.
-One person on duty at all times certified in infant and child CPR and first aid.

Unannounced Inspection Policy
-Annual relicensure inspections are unannounced and complaint investigations.

Complaint Procedure
-If children in care are in immediate danger, a license may be revoked.

-Length of time center has to come into compliance depends on severity of cited deficiency.
-Resource and referral agencies not notified when center is closed.
-All allegations of non-compliance with licensure standards require mandated investigation on an unannounced basis.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18; minimum age requirement is 16 if under supervision of adult worker.
-Compliance with ADA in staff hiring involves providing information to providers regarding the ADA. DSS policy somewhat overlaps with ADA regulations.

Staff Prescreening
-Fingerprinting, child abuse clearance, criminal records background check, TB skin test required; chest x-ray required if appropriate (per physician); no recent changes in TB screening procedure.
-Not required - medical examination, AIDS test, HIB and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of prescreening not allowed.
-Temporary substitutes must meet same requirements as staff.

Staff Training
-Preservice education and/or experience required for center director; no requirements for lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
-12 hours annual in-service training required for center staff. 6 hours orientation training for newly hired staff during first 3 months of employment.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-Medical records are required each enrolled child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-All enrolled children are required to be immunized; except for HIB immunization; immunization records must be on file.

Discipline Policy
-Physical punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of

asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is not allowed when children are present; it must be limited to designated areas of the facility.

Swimming Pool Policy
-Swimming pools are not specifically addressed in the regulations.

Transportation Policy
-A section of the regulations addresses transportation of children.

Infant Care Programs
-A section of the regulations addresses infant/toddler care.
-There are centers that provide care to "infants only," defined as under one year of age.
-There are 9 "infant only" centers in the state.

Overnight Care Programs
-Special regulations for overnight care include different sleeping accommodations and hours.
-Centers do provide overnight care, but exact number is unknown.

School Age Care Programs
-A section of the regulations addresses before/after school care.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Lydia Roberts, Branch Manager, Child Care Services Branch, Dept. for Social Services, 5th Floor West, CHR Bldg., 275 E. Main St., Frankfort, KY: (502) 564-2524.

Programs for Children with Disabilities
-No separate regulations for caring for children with disabilities, but regulations require that the individual needs of each child must be met; mainstreaming of care of children with disabilities is not required.
-Compliance regarding ADA involves training providers and licensing inspectors about ADA regulations. DSS policy somewhat overlaps with ADA regulations.

National LIfe Safety Fire Code
-Has been adopted and enforced by the state fire marshall's office.

Child Abuse and Neglect
-Call (502) 564-2800.

Local Contact

-Region A
Mary Curlin, Regional Program Manager
Division and Licensing Regulation
Office of Inspector General
Western State Hospital
Hopkinsville, KY. 42240
(502) 885-6143 FAX (502) 886-1336

-Region B
Patricia Campell, Regional Program Manager
Division and Licensing and Regulation
Office of Inspector General
L & N Building, Second Floor East
908 West Broadway (502) 595-4079
FAX (502) 595-4540

-Region C
Woody Dunn, Regional Program Manager
Division of Licensing and Regulation
Office of Inspector General Room 433
Regional State Office Building
London, KY. 40741
(606) 878-7827 FAX (606) 878-2773

-Region D
William Gardner, Regional Program Manager
Division of Licensing and Regulation
Office of Inspector General
Eastern State Hospital
627 W. Fourth Street
Lexington, KY 40508
(606) 255-4414 FAX (606) 233-3142

Pending Legislation

-None.

LOUISIANA (LA) + +

Information
Supplied by: Steve Phillips, Director
Bureau of Licensing
Dept. of Social Services
P.O. Box 3078
Baton Rouge, LA 70821
PHONE: (504) 922-0015
FAX: (504) 922-0014

Number and Definition of Regulations Programs

-1,826 centers (1,225 Class A and 601 Class B).
-Day Care Center defined as: any place or facility operated by any institution, society, agency, corporation, person or persons, or any other group for the primary purpose of providing care, supervision and guidance of seven or more children not related to the caregiver and unaccompanied by parent or guardian, on a regular basis for at least twenty hours in a continuous seven-day week, and in which no individual child remains for more than twenty-four hours in one continuous day.

Requirements

-License required; preapproval inspection required.
-License renewed annually; $25 initial application fee; additional as follows: $25 for 15 or fewer children; $100 for 16-50; $175 for 51-100; $250 for 101 or more; Class B church owned and operated centers are exempt.
-Class A centers may receive state and/or federal funds; and Class B cannot receive state or federal funds directly or indirectly.
-Fire and safety and public health inspections required initially and annually; building and zoning code required initially only.
-General liability insurance required for Class A licensed centers only; professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft. for one-half the number licensed for indoor or 37.5 sq. ft. for each child.
-Staff/child ratios: 0-1 years - 1:6; 1-2 years - 1:8; 2-3 years - 1:12; 3-4 years - 1:14; 4-5 years - 1:16; 5-6 years - 1:20; school age - 1:25; mixed age groups - average ratio observed as long as no children under 2 are present [ratios apply for centers of 11 or more children].

-Naptime staff/child ratios: no information provided.
-All staff must be current in first aid and CPR; new employees in Class B licensed centers have 90 days to comply.

Unannounced Inspection Policy
-State law requires all licensing visits to be unannounced.

Complaint Procedure
-State law does not cover immediate closing of a day care center; however, any child, or all children, may be removed from center if conditions exist which places the health and safety of a child, or children, in imminent danger.
-Class A licensed center must post telephone number of Bureau of Licensing and parents informed that they may call if they have complaints; (Not required in Class B licensed centers).
-All child abuse complaints investigated by Child Protection Agency.
-Licensing violations require a warning; center has 10 days to give a written plan for correction; follow-up licensing inspection made.
-If a license is denied or revoked; must be done with permission of a Child Care Committee; center has 30 days to file an appeal for a hearing before Bureau of Appeals; center may also file suit in district court.
-Resource and referral agencies are not notified of center closing on an individual basis. They obtain lists on an as-needed basis.

Staff Qualifications
-No state recommended salary schedule for staff.
-Minimum age requirements: 21 years for director; 18 years for all other staff except 16/17 for aides when under the direct supervision of another qualified adult staff (Never left alone with children).
-Compliance with ADA in staff hiring involves informing the center of regulations and checking compliance.

Staff Prescreening
-Fingerprinting required for criminal records background check and child abuse clearance; medical examination with either TB skin test or chest x-ray required initially and every three years thereafter; no recent change in TB screening policy.
-Not required - AIDS and alcohol test, HIB and measles immunizations.
-Conditional hiring not allowed.
-Written references required on all staff.
-Requirements for substitutes same as full-time staff.

Staff Training
-A combination of educational background and experience required for all center directors; none required for other staff.

-All staff required to participate in a one day orientation to the center followed by 4 days of supervised work with children; quarterly in-service training by center staff or director.
-All staff in Class A licensed centers must obtain 12 hours of training per year in areas of child growth and development; child care programming and activities; health and safety; discipline and guidance techniques; recognizing symptoms of abuse and neglect; design and use of space; working with parents nutrition; etc. (Not required in Class B licensed centers).
-No special training required for infant care, care of children with disabilities, or drop-in care, but may be a part of the 12 hours of training above.

Child Documentation Policy
-Child Information Form must be completed with medical and health record showing inoculations; transportation permission slip; third party pick up permission information; statement concerning emergency medical care, etc.
-No provision for prescreening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children required to be current in all immunizations, including HIB immunization.

Discipline Policy
-Corporal punishment not allowed in Class A centers; allowed with parental written permission for Class B centers.

Emergency Medical Consent Policy
-Required, but does not have to be notarized.

Environmental Policy
-No information provided about the testing of facilities for lead, radon or asbestos.

Smoking Policy
-Smoking is permitted.

Swimming Pool Policy
-Guidelines include: Chlorine level and PH tested; PH maintained between 7.2 and 8.2; pools enclosed by fence at least 5 feet high with no openings greater than 3 1/2 inches; water temperature between 82 degrees F and 93 degrees F.
-Child/staff ratio not affected.
-Staff required to have Red Cross lifesaving training.

Transportation Policy
-Staff must hold valid LA driver's license; carry liability insurance on the vehicle; vehicle in good working order; driver may not leave the vehicle unattended when children are present.

Infant Care Programs
-Infants must be held while feeding; infants may not remain in cribs or beds or carry-alls for more than 30 minutes while awake; staff ratio of 1:6 required; proper techniques must be followed for diaper changing and handwashing.
-No centers provide care to "infants only."

Overnight Care Programs
-Regulations for overnight care require proper bedding; proper staff (with at least 2 regardless of number of children); boys and girls over 6 years of age do not sleep in the same room.
-Approximately 100 centers provide overnight care.

School Age Programs
-No separate regulations.

Sick Child Care Programs
-Separate regulations.

Subsidized Child Care Programs
-Available only in Class A licensed centers.

Programs for Children with Disabilities
-Mainstreaming encouraged.
-Compliance with ADA in providing services to children involves informing center of regulations and checking compliance.

National Life Safety Fire Code
-Centers must meet Code regulations.

Child Abuse and Neglect
-Complaints investigated by Child Protection Agency.

Local Contact
-Licensing information, D.S.S. Bureau of Licensing, P.O. Box 3078, Baton Rouge, Louisiana 70821 (504) 922-0015.
-Child abuse, local Child Protection Agency.

Pending Legislation
-None.

++ Information from 1995 Child Day Care Center Licensing Study

MAINE (ME)

Information
Supplied by: Paul J. Bright, Supervisor
Child Care Licensing
Department of Human Services
State House Station #11
Augusta, ME 04333
PHONE: (207) 287-5060
PHONE: (207) 626-5555

Number and Definition of Regulated Programs
-585 licensed centers.
-Nursery/preschools licensed separately.
-Number includes religiously affiliated centers.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; $20 license fee; fees are used to offset cost of fire inspection conducted by State Fire Marshal.
-Separate inspection required annually by Fire Department; building code inspection required if municipality requires it.
-General liability insurance required; professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - sufficient for safe play.
-Staff/child ratios: infants - 1:4; toddlers - 1:5; 2 1/2 to 3 year olds - 1:8; 3 to 6 year olds - 1:10; school age - 1:10; mixed age groups - determined by age of youngest child in group.
-Naptime staff/child ratios: same as above; no change.
-A staff member with CPR/first aid training must be present.

Unannounced Inspection Policy
-All visits unannounced, with some exceptions.

Complaint Procedure
-No specific policies that require immediate closing of a center; decided case-by-case basis or court-ordered emergency suspension.
-Warning only cases are decided on a case-by-case basis.
-Center compliance time depends on the compliance issue.
-Resource and referral agencies notified if a center is closed.
-Complaints registered against centers are responded to; Maine DHS has an abuse investigation unit for facilities.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for director is 21; minimum age requirement for other center staff is 18.
-No information provided regarding compliance with ADA in staff hiring.

Staff Prescreening
-Staff prescreening required for criminal records background check, child abuse clearance, and measles immunization.
-Not required: Fingerprinting, TB skin test, medical exam, chest x-ray, AIDS test, HIB immunization, drug and alcohol tests; TB prescreening policy has not recently changed.
-Conditional hiring prior to results of prescreening is allowed.
-3 written references required for director.
-Licensed facility responsible for the actions of substitutes in the same way that it is for other staff.

Staff Training
-Preservice education and/or experience required for center directors and lead/head teachers; kindergarten programs within centers must have certified teachers; assistant teachers, teacher aides, or the dietician and kitchen staff--no requirements.
-Annual in-service training required; 24 hours/year for staff working more than 20 hours/week, 12 hours/year for staff working under 20 hours/week.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-The facility must obtain information specified in rules regarding health, immunizations, parent information, authorization for emergency medical care and others.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, including the HIB immunization. The center must meet standards set by the State Immunization Program: (207) 287-3746.

Discipline Policy
-Corporal punishment is not allowed; other prohibited practices: sexual abuse, lack of supervision, neglect, withholding food and drink, derogatory remarks to or about children or parents, name calling, shaming or embarrassment, unusual confinement.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-In 1998, as a condition of licensure, centers will be required to test their environment for lead; no provision for asbestos or radon; records will be kept.
-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is prohibited in the facility when children are present.

Swimming Pool Policy
-Guidelines for swimming pools: must be cleaned daily and protected to prevent access without supervision.
-Child/staff ratio not affected.
-Staff not required to have Red Cross lifesaving training.

Transportation Policy
-Rules related to centers operating their own vehicles.

Infant Care Programs
-Separate section in regulations for centers which service infants.
-No information given regarding centers which provide care to "infants only."

Overnight Care Programs
-No special regulations exist for centers providing overnight care.
-Centers do provide overnight care, but exact number is unknown.

School Age Care Programs
-Separate rules related to activities for before and after school programs exist.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Bureau of Child and Family Services, (207) 287-5060.

Programs for Children with Disabilities
-Center must offer appropriately trained staff for the child.
-Compliance with ADA in providing services to children is done according to the individual needs of the child.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Contact 1-800-452-1999.

Local Contact

-There are regional DHS offices for Social Service delivery; day care licensing is administered from central administrative office.

Pending Legislation

-Reduction of and reorganization of state work force which may result in the shifting of some regulatory responsibilities.

MARYLAND (MD)

Information
Supplied by: Hazel Watson
Assistant Director of Licensing
Department of Human Resources
Child Care Administration
311 W. Saratoga St., 1st. Floor
Baltimore, MD 21201
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FAX: (410) 333-8699

Number and Definition of Regulated Programs

-2,002 licensed centers, (includes nursery schools, prekindergartens, and religiously affiliated centers.
-Nursery schools and prekindergartens receive certificates from the State Board of Education, 200 W. Baltimore Street, Baltimore, MD 21201 stating approval for educational programs and receive licenses from the Child Care Administration.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Fire safety initially and annually thereafter; building code inspections required initially and when changes to the structure housing the center; zoning approval required.
-General liability and professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft. (if licensed prior to 12/1/71, 30 sq. ft.); no outdoor.
-Staff/child ratios: infants - 1:3; young toddlers 1:3; two year olds - 1:6; preschool - 1:10; school age - 1:15; mixed age groups - varies by ages.
-Naptime staff/child ratios: same as above; no change.
-Center must have at least one staff person on duty at all times with current CPR and first aid training certificate, including on field trips.

Unannounced Inspection Policy

-Unannounced inspections occur with complaint investigations and new licensing monitoring, as needed.

Complaint Procedure

-No policies that require immediate closing of a day care center, although health officers retain authority to order closure if public health emergency; emergency suspensions require that operations cease within 72 hours of receiving the notice.
-Noncompliance situations where children are not in jeopardy require a warning, which may be followed for chronic violations, denial of renewal, or revocation.
-Provisional licenses may be issued for up to 6 months.
-Resource and referral agencies are notified in writing immediately when a center is closed.
-All complaints both written and oral that relate to the violation of a regulation, including anonymous complaints, shall be investigated and a written report of the findings prepared.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age for director is 21; group leaders and senior staff is 20; aides and substitute aides is 16; other substitutes is 18.
-Compliance with ADA in staff hiring: Child care center licensing regulations do not enforce ADA; however, federal regulations require compliance by centers and centers are held accountable through the use and occupancy office, the fire marshall's office, and EEOC.

Staff Prescreening

-Child abuse clearances required for directors, operators, owners, and board members who have access to children; FBI fingerprinting required for all one time; criminal records background check required each time employee changes employment; medical examination required within six months of employment and only once if there is no gap in employment.
-TB skin test and chest X-ray required only if indicated; no recent change is TB screening policy.
-Not required - HIB and measles immunizations for staff in licensed child day care centers; however, pre-employment medical report recommends a review of immunization status.
-Not required - AIDS, drug, and alcohol tests.
-Conditional hiring not allowed prior to results of prescreening.
-Written references not required.
-Temporary substitutes for aide must be 16 years of age, other substitutes should be at least 18 years of age and comply with regulations pertaining to criminal background investigations and a written medical report.

Staff Training

-Preservice education and/or experience required for center directors, lead teachers and school age group leaders; no requirements for aides, dietician or kitchen staff.

-6 clock hours of in-service training required annually for directors; 3 clock hours for group leaders and senior staff.
-Special training required for infants and toddlers (3 semester hours); no special training required for the care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-Center must have on file on every child: emergency medical permission, written health report, record of immunizations, daily attendance.
-Center must have on file for child with a disability: instructions for care in an emergency, medication, special nutritional needs and feeding procedures, and special medical and non-medical treatments or procedures; also must have a plan for child's care.
-Center must have on file for infants and toddlers a written individualized schedule that addresses each child's normal pattern of activities such as sleeping and eating. These schedules must also be posted in the care area for daily reference and re-evaluated by parent and staff every 2 months.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children required to be immunized at admission and is a retention requirement.
-Regarding the HIB immunization, according to Guidelines for Immunization Certification in Licensed Child Care Centers, children 2 to 59 months are required to receive HIB vaccines, with the exception of children 18-59 months who were born before 1989. No HIB vaccines are required for children 60 months or older.

Discipline Policy
-No form of corporal punishment may be used; a child may not be subjected to any injurious treatment or discipline methods which create undue discomfort or mental distress.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-As a condition of licensure, centers must be tested for lead, but not for radon or asbestos; records are kept on file.
-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, lead or radon.

Smoking Policy
-Smoking is prohibited in all public places in the state (except bars) which includes child care facilities.

Swimming Pool Policy

-Guidelines include: Prior written approval from a child's parent on a form approved by the Child Care Administration; continuous staff supervision is required for wading area 4 feet or less in depth; lifeguard holding American Red Cross Advanced Life Safety Certificate or YMCA Senior Life Saver for depth of water exceeding 4 feet. Lifeguard shall be at waterside and not included in required staff/child ratio; one-to-one staff/child ratio must be maintained if water is over child's chest and child cannot swim. An exception is swimming lessons approved by American Red Cross; swimming facilities must meet applicable local standards of health, sanitation, and safety.

-Child/staff ratio is affected: one-to-one ratio for each child who cannot swim and the water is over the child's chest.

-Staff not required to have Red Cross lifesaving training: When depth of water exceeds 4 feet, a lifeguard with above qualifications must be present.

Transportation Policy

-Regulations concerning the transportation of children are administered by the Motor Vehicles Administration of the Dept. of Transportation.

Infant Care Programs

-Separate section in the regulations dealing with infants.

-There are centers providing care to "infants only," defined as under 2 years of age.

-Currently, CCA is unable to provide the number of "infant only" centers; however, there are approximately 1,799 infant "slots" in all child care centers throughout the state of Maryland.

Overnight Care Programs

-There are no regulations for overnight care by child care centers; however, a center must request approval from CCA prior to providing overnight care and submit a written plan of operation to be approved by CCA.

-One center provides overnight care in the state of Maryland.

School Age Care Programs

-No separate regulations. Specific regulations for school age care are included in child care center licensing regulations.

Sick Child Care Programs

-No separate regulations; prior approval of a special care plan is required.

Subsidized Child Care Programs

-Is available; contact Linda Zang, Child Care Administration, Office of Program Development, 311 W. Saratoga St., 1st Floor, Baltimore, MD 21201: (410) 767-7813.

Programs for Children with Disabilities
-No separate regulations; written care plan is required; care plan must include population to be served, admissions criteria, procedures for special care plan for each child.
-For compliance with ADA in providing services to children, see Staff Qualifications.

National Life Safety Fire Code
-Has been adopted; required fire control equipment and fire escapes in case of fire and other emergency.

Child Abuse and Neglect
-Call Department of Human Resources (DHR): (410) 767-7758 or Child Protective Services (410) 767-6519; or call local DSS offices between 8:30 AM - 4:30 PM.

Local Contact
-The Child Care Administration has 12 regional and 4 field offices.

Pending Legislation
-None.

MASSACHUSETTS (MA)

Information
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Number and Definition of Regulated Programs

-**2,169** licensed centers.
-Nursery schools, prekindergartens, Head Start programs, and religiously affiliated centers are included in the number; some private educational systems provide exempt care by statutory definition; these exempted centers are regulated through their local school departments.

Requirements

-License required; preapproval inspection required.
-Provisional licenses are renewed every 6 months; regular licenses are renewed every 2 years.
-License fees: for 2 year license: capacity of 1-39 - $200, capacity of 40+ - $300; for 6 month license: capacity of 1-39 - $150, capacity of 40+ - $250; capacity change with regulated license - $50, capacity change with provisional license - no charge; limited school age license - $50.
-Building code inspection required annually; Local Health Dept. inspection required annually for programs serving hot meals to 13 or more children; lead paint inspection for new centers unless recently built; well water test and fire safety inspection required in some communities.
-General liability or professional liability not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft. per child; outdoor - 75 sq. ft. (per child using it); with outdoor space it is permissible to rotate groups of children through the space.
-Staff/child ratios: infants - 1:3 and 2:4-7; toddlers - 1:4 and 2:5-9; preschool 1:10 (full day center), 1:12 (half day center); school age - 1:13; mixed age groups: infants up to 2 yrs./9 mos. - 1:5; 2 yrs./9 mos. to 7 yrs. - 1:10.
-Naptime staff/child ratios: same as above; no change.
-One CPR trained person for children on the premises when children are present; all training must be kept current.

Unannounced Inspection Policy

-New centers receive at least one unannounced visit during the first six months of operation; most complaints are investigated through unannounced visits.
-Centers also receive as many health and safety visits unannounced as possible, depending upon the number of licensing staff.

Complaint Procedure

-Routinely the director is advised of noncompliances found during the exit interview and again in writing; more serious response is the exception.
-Authorized to close centers on an emergency basis or to issue notice of intent to close with the program remaining open through the appeal process.
-Unless immediate compliance is necessary, the center proposes a reasonable method and time frame for compliance.
-Resource and referral agencies are notified of legal action taken against centers.
-Complaints registered against centers are written on specific form and assigned for follow-up.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for teacher level and above is 21 with a high school diploma; minimum age for teacher aide is 16.
-Compliance with ADA in staff hiring: All new and moving centers must be physically accessible; all staff must receive in-service training on disabilities; programs must make reasonable accommodations.

Staff Prescreening

-Center staff required to be prescreened by criminal records background check if they have unmonitored contact with children (5 minutes out of sight or hearing); requires a certification from a physician: negative Mantoux TB test in accordance with current public health law; medical examination is required every 2 years; MMR immunity is required; no recent changes in the TB screening policy.
-Not required - fingerprinting, child abuse clearance, AIDS test, HIB immunization, and drug and alcohol tests.
-Conditional hiring is not allowed.
-Center administrator must document telephone reference checks.
-If a temporary substitute is required for staff/child ratios, all regulations apply for temporary substitute.

Staff Training

-Preservice education and/or training required for center directors and teachers, and orientation required for all staff prior to being responsible for a group of children; no requirements for assistant teachers, or the dietician or kitchen staff.

-20 hours annual in-service training required for center staff, with at least 25% in the area of children with disabilities.
-First aid training is required within 6 months of employment for all direct care staff and non-teaching administrators.
-Special training required for infant/toddler care; Each center must have a health care consultant.

Child Documentation Policy
-Specific state guidelines for child enrollment exist.
-For children under the age of 6 years, but not less than 2 years of age, the licensee shall admit a child to the center only if provided with a statement signed by a physician or an employee of a health care agency stating that the child has been screened for lead poisoning; for all children admitted to care prior to 2 years of age, the licensee shall obtain within one month after the child's second birthday a statement signed by a physician or an employee of a health care agency stating that the child has been screened for lead poisoning.

Child Immunization Policy
-Enrolled children are required to be immunized, including the HIB immunization; periodicity schedule developed by MA Dept. of Public Health in conjunction with CDC.

Discipline Policy
-Center must have a written policy posted and provided to parents and to staff.
-Corporal punishment is prohibited. No denial of food; no punishment for soiling or wetting.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.
-Consent must be updated annually.

Environmental Policy
-The licensee of a child care center shall assure that paint used in the center is lead free and provide evidence of a lead paint inspection as a condition of licensure; no requirement for radon or asbestos.
-There is no state financial assistance available for inspection or remediation in child care centers for lead, radon or asbestos.

Smoking Policy
-Smoking is not permitted in areas used by children during hours that children are in attendance.

Swimming Pool Policy
-Local Health Departments apply swimming pool regulations.
-No information provided child/staff ratios or staff requirement of Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children include a written plan and vehicle and driver requirements.

Infant Care Programs
-Specific differences within general regulations for infant age category.
-Centers can provide care to "infants only," defined as 1 to 15 months.
-Currently there is one "infant only" center in the state.

Overnight Care Programs
-State licenses overnight care as a pilot or demonstration project.
-No information regarding number of centers providing overnight care; they do have centers licensed to provide care for more than one shift.

School Age Care Programs
-Separate regulations exist for before/after school programs.

Sick Child Care Programs
-Regulations encourage the care of mildly ill children at centers and put in place infection control procedures for all centers.

Subsidized Child Care Programs
-Is available in form of both contracts and vouchers; contact Department of Social Services: (617) 727-0900.

Programs for Children with Disabilities
-Regulations updated in March, 1992, incorporated standards for care of children with disabilities in all centers. Provisions for physical accessibility of space used by new programs and programs that move.
-In addition to above, compliance with ADA in providing services for children involves staff receiving in-service training on disabilities. Programs must make reasonable accommodations.

National Life Safety Fire Code
-No information available.

Child Abuse and Neglect
-Department of Social Services has offices throughout the state; main phone number is (617) 727-0900.

Local Contact
-5 regional licensing offices.

Pending Legislation
-None.

MICHIGAN (MI)

Information
Supplied by: Ted de Wolf, Director
DSS, Bureau of Regulatory Services
Division of Child Day Care Licensing
235 South Grand Ave.
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Lansing, MI 48909
PHONE: (517) 373-8300
FAX: (517) 335-6121

Number and Definition of Regulated Programs
-4,385 licensed centers.
-Nursery schools, prekindergartens and religiously affiliated programs are included in this number; exception if parents are immediately available, licensing not required.

Requirements
-License required for private sector programs, approval required for governmental programs; preapproval inspection required.
-Licenses are renewed every 2 years; license fee required - $50 to $80 depending on licensed capacity; renewal fee is $25 to $40 depending on licensed capacity.
-Fire safety inspection required by a qualified fire inspector with initial licensure, when there are any structural changes, and with the addition of new child-used areas.
-General liability or professional insurance not required.

Regulations
-Space requirements per child: indoor - 50 sq. ft. (for 2 wks. to 2 1/2 yrs.); 35 sq. ft. (for 2 1/2 yrs. and up); outdoor - 1200 sq. ft. with children in attendance more than 5 hours.
-Staff/child ratios: infants (up to 30 months) - 1:4; 2 1/2 to 3 years old - 1:10; 4 to 5 years old - 1:12; 6 to 12 years old - 1:20; 13 to 17 years old - 1:30; mixed age group (go to lowest age group for ratio).
-Naptime staff/child ratios: same as above; no change.
-One person, certified in first aid and age-appropriate CPR, must be on duty while the facility is in operation.

Unannounced Inspection Policy
-Unannounced visits may occur as part of a complaint investigation or during follow up to previously cited noncompliance when areas of concern include staff ratios, numbers of children, etc.
-Statutory required interim visits are conducted unannounced.

Complaint Procedure
-Policies that require immediate closing of a center exist.
-Non life-threatening violations require only a warning, with the expectation of compliance.
-Center has up to two years with 4 provisional licenses if moving towards compliance.
-Resource and referral agencies are notified when a center is closed through a copy of licensing print out containing names etc.
-Complaints are responded to in person or by phone call to determine the seriousness of the complaint; have developed guidelines; licensing consultant also handles abuse/neglect rather than protective services.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for center staff is 18; 17 acceptable if satisfactorily completed 1 year vocational-occupational child care training approved by Dept. of Education.
-Compliance with the ADA in staff hiring is enforced and monitored by the Dept. of Labor. P.A. 116 does not give the authority to enforce the ADA Act.

Staff Prescreening
-Center director required to be prescreened by child abuse clearance; TB clearance, criminal records background check, and medical examination required for all staff; no recent changes in TB screening policy.
-Not required - fingerprinting, HIB and measles immunizations, AIDS, drug and alcohol.
-Conditional hiring for directors prior to results of prescreening is generally not allowed.
-Centers are required to screen center staff for suitability.
-No policies regarding the requirements for temporary substitutes.

Staff Training
-All center staff must be of responsible character and suitable to meet the needs of children; center director required to have preservice education (CDA or 60 semester hours) with 12 hours in child development, child psychology, or early childhood education.
-Annual in-service training not required.
-CPR/first aid not a separate training requirement.
-No special training for infant care, care for children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-Child immunization record, child information card, emergency medical care card, medical examination, and written instructions from parents for any medications are required to be on record.
-No provision for screening children for blood lead level prior to acceptance into licensed child care program.

Child Immunization Policy
-Enrolled children must have the HIB immunization, as required by Department of Public Health.
-Only exception to immunization requirement for religious beliefs.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is prohibited in all child care facilities.

Swimming Pool Policy
-Guidelines require pools to be constructed and operated in compliance with Act 368, P.A. 19:78.
-Child/staff ratio is affected: For non-swimmers over 2 1/2, chest height: 1 to 4, above chest height: 1 to 1; For swimmers, 2 1/2 - 3: 1 to 10, 4 - 5: 1 to 12, 6 - 12: 1 to 12.
-The lifeguard is the only individual required to have training by Red Cross, YMCA, or basic lifeguarding.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-Additional regulations for centers which service infants and toddlers exist.
-There are centers providing care to "infants and toddlers only." Infant and toddlers means 2 weeks to 2 1/2 years.
-Data not immediately available for the number of "infant and toddlers only" centers. Very few centers provide care to "infants toddlers only."

Overnight Care Programs
-Special regulations include: separate area away from sleeping children where the child can engage in quiet activities; a bed and a mattress with a waterproof covering, of a size appropriate to the age of each child.
-Centers do provide overnight care, but exact number is unknown. Very few centers provide overnight care.

School Age Care Programs

-Provisions for Care of Children 6 years of age and older include:
1. The ratio of caregivers to children present at any one time in the center and during outdoor activities and field trips shall be based upon the following provisions:
   a. For children 6 to 12 years of age, there shall be 1 caregiver for 20 children or a fraction thereof beyond the first 20, including children who are related to the staff and the licensee.
   b. For children from 13 to 17 years of age, there shall be 1 caregiver for 30 children or a fraction thereof beyond the first 30, including children who are related to the staff and the licensee.

-A center shall provide a program that has opportunities for each child: to plan, carry out, and evaluate his or her own activities; to experience diversity of activities within the center, the neighborhood, and the total community; to participate in recreational activities, including sports appropriate to age.

Sick Child Care Programs

-No separate regulations for caring for sick children, but anticipate future rules.

Subsidized Child Care Programs

-Is available; contact Day Care Services, (517) 373-0356.

Programs for Children with Disabilities

-No separate regulations.
-Compliance with ADA in providing services to children is enforced and monitored by the Dept. of Labor. P.A. 116 does not give the authority to enforce the ADA Act.

National Life Safety Fire Code

-Has not been adopted.

Child Abuse and Neglect

-In offices where staff are located or call central office and will be referred: (517) 373-8300.

Local Contact

-Staff is housed in various counties.

Pending Legislation

-None.

MINNESOTA (MN)

Information
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St. Paul, MN 55155-3842
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FAX: (612) 297-1490

Number and Definition of Regulated Programs
-1,487 licensed centers.
-Nursery/preschools are not licensed separately.
-Number of licensed centers includes nursery schools, prekindergartens and religiously affiliated centers.

Requirements
-License required; preapproval inspection required.
-Full day program licenses renewed every two years; 1/2 day program licenses renewed every 2 years; base fee for licensing plus amount per child for licensed capacity: $27 plus $3; money goes into the state's general fund.
-Separate inspections required initially by Fire and Health Departments and Building code.
-No general liability or professional liability insurance required.

Regulations
-Space requirements per child: indoor - 35 sq. ft; outdoor - 75 sq. ft.
-Staff/child ratio: infants - 1:4; toddlers - 1:7; preschool - 1:10; school age - 1:15; mixed age groups - ratio for youngest child present.
-Naptime staff/child ratios: No change; same as above.
-Teachers and assistant teachers required to be trained in first aid; one person at center must be trained in CPR.

Unannounced Inspection Policy
-Unannounced monitoring visits occur for licensing review, complaint investigations and reinspection.

Complaint Procedure
-Various options for negative action are available.
-Nature of complaint determines how long center has to come into compliance.
-Complaints registered against day care centers are investigated, correction action is ordered, and center is reinspected.

Staff Requirements
-No state recommended salary schedule for center staff.
-Minimum age requirement for center director, teacher, and assistant teacher is 18; minimum age requirement for aide is 16.
-Compliance with ADA in staff hiring involves training sessions.

Staff Prescreening
-Criminal records background check and child abuse clearance required for center staff at initial employment at center's relicensing; fingerprinting only required if person has a record of crime in or out of state.
-Not required - TB skin test, chest x-ray, medical exam, AIDS test, HIB and measles immunizations, and drug and alcohol tests; policy regarding TB testing has not changed recently.
-Conditional hiring is allowed.
-Written references are not required.

Staff Training
-Preservice education and/or experience required for day care center directors, lead/head teachers, and assistant teachers; can qualify under a variety of options combining education and experience; only age requirement and orientation for teacher aides; no requirements for the dietician and kitchen staff.
-2% of hours employed required for participation in annual in-service training.
-No special training for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-Certain documents and records are required for child enrollment, i.e., registration, health summary, immunization, emergency information, etc.
-No provision for screening children for blood lead level prior to acceptance into licensed child care program.
-Children are not required to be screened for blood lead levels prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, including HIB immunization, which follow Dept. of Health requirements.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Testing of child care facilities for the presence of lead, radon or asbestos is not required as a condition of licensure.

Smoking Policy
-No policy regarding smoking.

Swimming Pool Policy
-Use only when supervised by someone with first aid and CPR; chlorinated pools only.
-Child/staff ratio unaffected.
-Staff not required to have Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-Additional requirements appropriate infants served.
-There are centers providing care to "infants only," defined as 6 weeks to 16 months.
-State only has a few "infant only" centers, but their database cannot pull out the exact number.

Overnight Care Programs
-Regulations for overnight care are: Requirements for mattresses; separate dressing rooms, etc.
-2 or 3 centers provide overnight care--database cannot pull out exact number.

School Age Care Programs
-Additional requirements appropriate to school age children served.

Sick Child Care Programs
-Separate regulations for caring for sick children exist.

Subsidized Child Care Programs
-Is available; contact the Department of Human Services, Family and Children's Services Division, (612) 296-3800.

Programs for Children with Disabilities
-Additional requirements appropriate to ages of children served.
-Compliance with ADA in providing services to children involves offering training sessions on ADA.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-May report to each county's child protection Director; local police; or DHS, Licensing Investigations Unit - (612) 296-3971.

Local Contact
-3 of the 9 licensors live outside metro area and use their home as their office.

Pending Legislation
-None.

MISSISSIPPI (MS)

Information
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Division of Child Care
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Jackson, MS 39215-1700
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FAX: (601) 960-7948

Number and Definition of Regulated Programs
-1,435 licensed centers.
-Half-day programs and religiously affiliated centers are included in the number; totals are not complete as some half day programs still being identified.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; license fee ranges from $30 - $200; fees are used for program administration.
-Fire safety survey required annually; food service inspection required 2 times per year; building code inspection required only in municipalities with building codes.
-General and professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 70 sq. ft.
-Staff/child ratios: 0 to 11 months - 1:3-5; 1 year olds - 1:7-9; 2 year olds - 1:10-12; 3 year olds - 1:12-14; 4 year olds - 1:14-16; 5 year olds and up - 1:14-20; mixed age groups - ratio required for youngest child in group.
-Naptime staff/child ratios: same as above; no change.

Unannounced Inspection Policy
-Unannounced inspections take place in complaint investigations and as needed if facility has conditional/probational license.

Complaint Procedure
-Policies that require immediate closing of a center exist.
-Severity of violation sets limits for length of time center has to come into compliance.
-Resource and referral agencies are notified when a center is closed.
-Complaints registered against a center are responded to.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirements: director - 21; caregiver - 18; caregiver assistant - 16.
-According to agency legal staff, child facilities comply with ADA as a public entity or facility; this agency does not regulate compliance.

Staff Prescreening
-Staff required to be prescreened by child abuse clearance and criminal background check; measles required.
-Not required - fingerprinting and HIB immunization.
-Center policy sets requirements for TB skin test, chest x-ray, medical examination, AIDS test, drug and alcohol tests; no recent changes in TB screening policy, but reinstatement of TB testing is being considered by the State Board.
-Centers require written references.
-Substitutes must meet qualifications for the position.
-No information on conditional hiring policy.

Staff Training
-Preservice education and experience required for center director, lead/head teachers, assistant teachers, and teacher aides; service staff must have the same personal qualifications as required of other staff.
-15 hours of in-service training required. .
-Director must complete needs assessment and set priorities for infant, children with disabilities, sick child and drop-in care.
-CPR/first aid is a separate preservice and/or in-service training requirement.

Child Documentation Policy
-No specific state guidelines for child enrollment.
-No provision for screening children for blood lead level prior to acceptance into licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized, including HIB.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, lead or radon as a condition of licensure; however, if inspection suspects any of these conditions, testing/abatement is required.

-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is prohibited in child care facilities.

Swimming Pool Policy
-Pools must have six foot fences, locked gates and staff be CPR/ first aid/life safety certified.
-Child/staff ratio is affected; ratio and lifeguard(s) - number based on age and number of children.

Transportation Policy
-Regulations exist.

Infant Care Programs
-No special regulations; no "infant only" centers.

Overnight Care Programs
-Special regulations regarding bathing, sleeping and meals.
-14 "overnight care" (24 hour) centers.

School Age Programs
-New regulations for before and after school programs.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Department of Human Services: (601) 354-0341.

Programs for Children with Disabilities
-Separate regulations exist; mainstreaming is recommended.
-In compliance with ADA.

National Life Safety Fire Code
-Have adopted sections addressing child care/educational occupancy - mainly prohibit second floor occupancy, etc.

Child Abuse and Neglect
-Call 1-800-227-8000.

Local Contact
-Contact county health departments and public health environmentalist.

Pending Legislation
-To require inspections by life safety code requirements rather than local municipal codes.

MISSOURI (MO)

Information
Supplied by: Cynthia Buser
Department of Health
Bureau of Child Care Safety
and Licensure
P.O. Box 570
Jefferson City, MO 65102
PHONE: (314) 751-2678
FAX: (314) 751-6010

Number and Definition of Regulated Programs
-**1,264** licensed day care centers.
-Number of licensed centers does not include nursery schools or facilities operated by religious organizations.

Requirements
-License required (for people caring for more than 4 unrelated children); preapproval inspection required.
-Licenses are renewed every 2 years; no fee.
-Separate inspections required annually by State Fire Marshall.
-General or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:8; preschool 1:10; school age - 1:16.
-Naptime staff/child ratios: if more than 50 children, the director is not included in ratios except during naptime or on an emergency substitute basis.

Unannounced Inspection Policy
-Facilities are visited twice per year. Normally, one of the visits is unannounced. They may be placed under close supervision and visited more often in some cases.

Complaint Procedure
-Licenses may be suspended when children are in imminent danger. This requires the provider to cease operation immediately. Facilities can be closed by an order of injunctive relief.
-Licenses may be denied or revoked by the director of the Dept. of Health or designee.
-Length of time that center has to come into compliance determined by individual case-by-case basis.

-Complaints against a facility are investigated within 7-30 days, dependent upon the severity of the case.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a facility is 18.

Staff Prescreening
-Staff prescreening requires child abuse clearance; TB skin test and medical exam; TB test is required annually; no recent changes in TB screening policy.
-Not required - fingerprinting, criminal records background check, HIB and measles immunizations, AIDS, drug and alcohol tests.
-No information available on conditional hiring.
-No written references required.
-No specific qualification requirements for substitutes.

Staff Training
-Preservice education and/or experience varies dependent on the size of the facility.
-12 hrs annual in-service training required for all staff in all types of facilities.
-No special training for infant care, care of children with disabilities, sick child care, or drop-in care.
-No training in CPR or First Aid required.

Child Documentation Policy
-Medical examination reports and an individualized plan for children with special needs must be on file; reports submitted to the Missouri Department of Health.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, including the HIB immunization; 20% of the facilities are physically monitored for compliance through spot-checks.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent is required, but does not have to be notarized.

Environmental Policy
-Regulations require centers to be tested for lead as a condition of licensure; results of testing are kept on file; no requirement for radon or asbestos, but visual observation for asbestos is part of inspection.

-Limited state funds could be available through block grant funds for inspection and remediation in child care facilities of lead and asbestos, but not for radon; none is funded at this time.

Smoking Policy

-No smoking legislation has passed; implemented for religious facilities and nursery schools, but not for licensed facilities until current rule revision is finalized.

Swimming Pool Policy

-Guidelines include: Swimming and wading pools used by children shall be constructed, maintained, and used in a manner which safeguards the lives and health of the children; both types of pools require water filtration systems; both shall be fenced to prevent access by children, with fence at least 42" high and locked gate. Above-ground pools have 42" fence with barricade to steps of pool deck; children using both pools shall be instructed in water safety and supervised by an adult at all times.
-Child/staff ratios unaffected, remaining the same as for regular outdoor care.
-Staff required to have lifesaving training, specifically an adult with a current lifeguard training certificate, including infant/child CPR, shall be on duty at all times when swimming or wading pool containing a depth of 48" or more of water is being used; an adult who has completed a course in basic water safety, including infant/child CPR, shall be on duty when pool containing less than 48" of water is being used.

Transportation Policy

-Required by licensing rules: permission necessary by parent(s) for field trips, transportation to and from school, and other transportation; permission required for school-age children to leave the facility to participate in classes, clubs, or other activities, naming the activity, time of leaving and returning, and the method of transportation to and from the activity.

Infant Care Programs

-Additional regulations for infant care.
-There are centers that provide care to "infants only," defined as 0 - 2 years of age.
-No information available regarding number of "infant only" day care centers in the state.

Overnight Care Policy

-Special regulations include: facilities providing overnight care on a regular basis must be licensed for that type of care; special effort shall be made by caregivers to individualize care at children's bedtime and awakening, including consultation with parent concerning child's particular behavior patterns at those times; if parents come to pick up their children at various hours

during overnight care, room arrangements will take into consideration child's need for undisturbed sleep; toiletry items shall be individually marked with child's name; night-lights located in areas as required by individual children's needs; separate sleeping and dressing areas provided for school-age boys and girls; during sleeping hours, caregivers shall be in close proximity to sleeping areas in order to respond to children needing attention; one caregiver shall be awake at all times; adults on premises limited to staff, parents, or authorized individuals.
-Exact number of centers providing overnight care unavailable.

School Age Care Programs
-No separate rules for school-age care.

Sick Child Care Programs
-No separate rules.

Subsidized Child Care Programs
-Is available; contact Division of Family Services, P.O. Box 88, Jefferson City, MO, 65103; (314) 751-3124.

Programs for Children with Disabilities
-Center must have a specialized plan on file for children with disabilities; mainstreaming is not required.

National Life Safety Fire Code
-Has not been adopted in Missouri.

Child Abuse and Neglect
-Child Abuse Hotline at 1-800-392-3738.

Local Contact
-Department of Health, Bureau of Child Care Safety and Licensure

Pending Legislation
-None.

MONTANA (MT)

Information
Supplied by: Becky Fleming-Siebenaler
Day Care Program Officer
Department of Public Health and
Human Services
P.O. Box 8005
Helena, MT 59604
PHONE: (406) 444-7770
FAX: (406) 444-5956

Number and Definition of Regulated Programs
-251 licensed centers.
-Nursery schools and prekindergartens are not licensed/regulated.
-Religiously affiliated centers, if providing "day care" as defined in the state code, must be licensed.

Requirements
-License required; preapproval inspection by Health Department, Fire Marshal and DPHHS day care staff required.
-Licenses are renewed annually; no fee.
-Separate inspections required annually by Fire & Health Depts.
-Generally liability insurance required; professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:8; preschool - 1:10; school age 1-14.
-Naptime staff/child ratios: same as above; no change.

Unannounced Inspection Policy
-Centers are visited twice a year with one visit unannounced.

Complaint Procedure
-Policies exist that require immediate closing of a center, if the children are in immediate danger.
-Resource and referral agencies notified if a center is closed; list of licensed/registered providers are shared frequently.
-Complaints are investigated as a first priority and as staffing permits.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for center staff is 16 for an aide, and 18 for a primary caregiver; aide must be directly supervised by a primary caregiver.
-Compliance with ADA in staff hiring not included in rules; however, facilities are bound simply by ADA itself.

Staff Prescreening
-Center staff required to be prescreened by child abuse clearance, criminal records check, MMR and Td immunization and TB skin test; all caregivers must show results of TB test - must be tested at initial employment and upon exposure; drug and alcohol test can be requested if there is any question.
-Not required - fingerprinting, chest x-ray, medical examination, AIDS test, and HIB immunization.
-Conditional hiring is not allowed.
-Written or verbal references are required.
-No policy regarding the use of temporary substitutes.

Staff Training
-Center director, lead/head teachers, and assistant teachers required to be at least 18 years old, BA in education or related field; AA degree in a related field and 1 year experience in child care or CDA or 3 years experience in child care. If director acts as caregiver, individual must meet qualifications as a primary caregiver (at least 18 years old and 2 years experience).
-Teacher aides required to be at least 16 years old, and have 8 hours on-the-job training; no requirements for dietician and kitchen staff.
-Must have 8 hours of training per year.
-CPR/multimedia first aid is separate training requirement.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-Enrollment forms are used.
-No provision for screening children for blood lead level prior to acceptance into licensed child care program.

Child Immunization Policy
-All children required to be immunized, including HIB immunization. HIB is only required for children under 5 years of age.

Discipline Policy
-No use of spanking or other forms of corporal punishment.

Emergency Medical Consent Policy
-Written consent required, but does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, lead or radon as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is prohibited in child care facilities at times when the children are in care.

Swimming Pool Policy
-Guidelines are the same as for other facilities--must be surrounded by fencing, sanitized, supervision by certified lifeguard.
-Child/staff ratios remain constant; not affected.
-Staff is required to have Red Cross lifesaving training.

Transportation Policy
-Written consent of parent is required for transporting children; vehicle must have safety restraints fastened when in motion.

Infant Care Programs
-Additional requirements exist for centers which service infants.
-Approximately 5 centers provide care to "infants only."
-Infant defined as birth to 2 years.

Overnight Care Programs
-Special regulations for overnight care: staff must remain awake; have plans which will provide for personal safety; offer a nutritious meal.
-It is estimated that 5-10 centers provide overnight care.

School Age Care Programs
-Shall supplement and augment the child's activities at school and home; supervision for pursuits in crafts, sewing, etc.; provisions for outside activities; children to participate in making rules; parental involvement.

Sick Child Care Programs
-Though not yet regulated, state is in the process of exploring this alternate type of care.

Subsidized Child Care Programs
-Available through JOBS, Transitional Care, Block Grant Sliding Fee Scale, At-Risk Day Care (now state wide), and self-initiated (AFDC training); contact Department of Public Health and Human Services, Child Care Unit, (406) 444-5900.

Programs for Children with Disabilities
-Compliance with ADA in providing services to children follows Dept. policy that cannot restrict care; CCDBG funds can assist with building accommodations.

National Life Safety Fire Code
-State has not adopted code, but the Fire Department has jurisdiction over the Centers.

Child Abuse and Neglect
-Contact local Department of Public Health and Human Services, Family Service Programs.

Local Contact
-Licensing staff located in district offices throughout the state.

Pending Legislation
-None.

NEBRASKA (NE)

Information
Supplied by: Pat Urzedowski, Administrator
Resource Development and Support
Department of Social Services
P.O. Box 95026
Lincoln, NE 68509
PHONE: (402) 471-9431
FAX: (402) 471-9455

Number and Definition of Regulated Programs
-713 licensed centers, which includes prekindergartens and religiously affiliated centers, but not nursery schools.
-Preschools are regulated separately, but if a preschool program is offered in addition to caring for children, the program is licensed as a center.
-Centers are defined as 13 or more children.

Requirements
-License required if you care for 4 or more children at any one time from families other than that of the provider; preapproval inspection required by Department of Social Services, Fire Marshal and State Health Department
-License is for 2 years; fee is $25 for less than 30 children and $50 for 30 or more children; fees go to the general fund.
-Separate inspections required every 2 years by Health and Fire Departments.
-No general liability or professional liability insurance required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:6; preschool (3 years) - 1:10; preschool (4-5 years) - 1:12; school age - 1:15; mixed age groups - center wide ratio count.
-Naptime staff/child ratios: one staff in rooms where children are napping, but remaining staff must remain on premises (can be doing tasks not specifically involving children); same staff/child ratios as above when children are awake.
-One person with CPR and first aid must be present at all times.

Unannounced Inspection Policy
-Unannounced inspections occur at mid-term in licensing period, at renewal and when complaints are registered.

Complaint Procedure

-Policy for an immediate closing of a day care center called "Emergency Orders" for situations which pose immediate threat.
-All other regulation violations require recompliance within 30 days or shorter.
-Child Care Assistance is notified if a center is closed or in serious non-compliance if that center is contracted with them; resource and referral agencies are notified as well as Child and Adult Care Food Program.
-Response within 5 days for complaints against licensed centers; 10 days for unlicensed ones.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Center director and teachers must be at least 19 years old; other support staff - 16 years old.
-Compliance with ADA in staff hiring is in the process of being revised in the regulations.

Staff Prescreening

-Required at the time of hiring: child abuse clearance and medical exam required; voluntary criminal records background disclosure statement.
-Not required - fingerprinting, TB skin test, chest x-ray, AIDS, HIB and measles immunizations, drug and alcohol tests; no recent change in TB screening policy.
-Conditional hiring is not allowed.
-Two references required for teachers and assistant teachers.
-No policy regarding the requirements for the use of substitutes.

Staff Training

-Preservice education and/or experience is required for day care center directors, lead/head teachers, assistant teachers, and teacher aids. Not required for the dietician and kitchen staff.
-12 in-service training is required annually.
-No special training is required for infant care, care of children with disabilities, sick child care or drop-in care.

Child Documentation Policy

-No state guidelines for child enrollment; child's records must include name of parent(s), address, phone number, emergency contacts, etc.
-No provision for screening children for blood lead level prior to acceptance into licensed child care program.

Child Immunization Policy

-Immunization of all children in child care (including HIB) required.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written form required, but does not have to be notarized.

Environmental Policy
-Centers are not required to be tested for lead, radon, or asbestos as a condition of licensure.
-State does provide financial assistance for the inspection and remediation in child care facilities for lead; up to $600 in grant money is available.

Smoking Policy
-Smoking is prohibited in the presence of children.

Swimming Pool Policy
-Guidelines include: All centers with swimming pools on the center premises shall comply with the Nebraska Swimming Pool Act and its subsequent rules and regulations. Centers using swimming pools not on center premises shall determine that the pool is licensed by the Department of Health; if the depth of the water in the pool is over 4 feet, a person who has satisfactorily completed a senior course in life-saving sponsored by the Red Cross, Boy Scouts, Girl Scouts, YWCA, YMCA, or an institution of higher learning, shall be on duty at all times the pool is in use; the wading/swimming pool must be inaccessible to children in care when not in use by the center; the center shall not use natural bodies of water for swimming or wading activities.
-When a swimming or non-portable pool is in use (except in the case of organized swimming lessons), the following staff/child ratio must be maintained: For number of children with water not over child's head: 6 wks to 24 months - 1 to 1; 24 months to 3 yrs. - 1 to 2; 3 yrs. to kindergarten - 1 to 5; first grade and up - 1 to 8. For number of children with water over child's head: 6 wks to 24 months - 1 to 1; 24 months to 3 yrs. - 1 to 1; 3 yrs. to kindergarten - 1 to 3; first grade and up - 1 to 5.
-Staff member not required to have Red Cross lifesaving training. Pool lifeguard fulfills that requirement.

Transportation Policy
-Children must be in proper safety restraints, not exceeding the capacity seating of the vehicle, and with doors locked.

Infant Care Programs
-Additional requirements within the day care center regulations.
-There are no "infant only" centers.

Overnight Care Programs
-The special regulations for overnight care follow state and local fire codes regarding emergency lighting, etc.
-Approximately 50 centers provide overnight care.

School Age Care Programs
-No special regulations.

Sick Child Care Programs
-No special regulations.

Subsidized Child Care Programs
-Subsidized child care available at local and district offices.

Programs for Children with Disabilities
-No special regulations.
-Compliance with ADA in providing services to children is currently in the process of being revised in the regulations.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Call 1-800-652-1999 to report suspected cases of child abuse or neglect.

Local Contact
-The local contact offices are the delegated authorities for Fire Marshal, health departments and licensing staff located in local offices.

Pending Legislation
-New legislation (LB 510): Provisional license be issued to all newly licensed child care providers; Probationary license status be issued when program is in serious non-compliance. If there is no serious risk to safety or children or staff and plan of correction is developed for full compliance within six months; operating license be issued to existing providers who are in full compliance; and posting of all child care licenses.

NEVADA (NV)

Information
Supplied by: Patricia J. Simonsen
Chief of Licensing
Bureau of Services for Child Care
3920 E. Idaho Street
Elko, NV 89801
PHONE: (702) 753-1237
FAX: (702) 753-2111

Number and Definition of Regulated Programs
-356 licensed centers.
-Number of regulated programs includes centers, preschools, nurseries, and centers which care for children with special needs.
-Religious affiliated centers regulated the same as any other center.

Requirements
-License required; preapproval inspection is required.
-Licenses are renewed annually; license fee for 13-50 children is $100; for 51-100 children - $150; for 101-150 children - $200; for 151-200 children - $250; for more than 200 children - $300.
-Fire safety, building code, and sanitation inspections required annually.
-General liability insurance required; professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 37 1/2 sq. ft.
-Staff/child ratios varies depending on age of children; whenever one or more infants or toddlers are being cared for in a child care center, the licensee must have at least one caretaker on duty who is designated to provide that care.
-Naptime staff/child ratios: same as above; no change.

Unannounced Inspection Policy
-Biannual unannounced inspections.

Complaint Procedure
-Policies that require immediate closing of a center are dependent of complaint.
-Some policies require only a warning, dependent on complaint.

-Length of time center has to come into compliance depends on complaint.
-Resource and referral agencies notified in writing if center is closed.
-Complaints registered against centers are responded to within 3 working days, or 24 hours if severe.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 16.
-Centers referred to ADA requirements.

Staff Prescreening
-Fingerprinting and criminal records background check is required every 6 years for center staff; child abuse clearance is checked annually; TB skin test is required every 2 years or chest x-ray is required if needed; no recent change in TB screening policy.
-Not required - medical examination, AIDS test, HIB and measles immunizations, drug and alcohol tests.
-Conditional hiring is allowed for center staff and the director, if the center is not new. If new, director/owner must have FBI clearance returned.
-3 written references required for director; written references not required for the rest of center staff unless required by hiring policies of the facility.
-Background checks, first aid, and TB screening required for temporary substitutes.

Staff Training
-Combination of preservice education and experience required for center directors, lead/head teachers, assistant teachers, teacher aides; no requirements for the dietician and kitchen staff.
-3 hours annual training required for center staff.
-Director is required to have special training in infant care if provided; training in the care of children with disabilities if provided; sick child care training requirements if provided.
-First aid is a separate preservice/in-service requirement.

Child Documentation Policy
-Center must maintain record for each child enrolled.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized, including HIB immunization.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, lead or radon as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Smoking Policy
-Smoking is prohibited except in designated areas approved by the State Fire Marshal.

Swimming Pool Policy
-Guidelines for swimming pools are regulated by the Health Authority - No pools in centers exist to date.
-Child/staff ratio not affected.
-Staff not required to have Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-Separate regulations for centers which service infants exist.
-There are centers that provide care to "infants only," defined as 0 - 2 years.
-There are 4 "infant only" centers in the state.

Overnight Care Programs
-Fire and health codes have regulations for overnight care.
-Centers do provide overnight care; 52 centers and homes.

School Age Care Programs
-No special regulations.

Sick Child Care Programs
-Separate regulations.

Subsidized Child Care Programs
-Is available; contact Welfare Division (702) 687-4760 or DHR Child Care Block Grant Office (702) 687-4400.

Programs for Children with Disabilities
-Separate regulations for caring for the care of children with disabilities.
-Complies with ADA requirements.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Call 1-800-992-5757.

Local Contact
-DHR-DCFS, CHILD CARE LICENSING BUREAU
 -711 E. Fifth Street, Carson City, NV 89710 (702) 687-5911.
 -620 Belrose Street, Suite C, Las Vegas, NV 89158 (702) 486-5099.
 -560 Mill Street, Suite 250, Reno, NV 89502 (702) 688-2961.
-The Child Care Licensing Bureau does not license child care facilities in the localities listed below. Information about facilities in these communities should be directed to them:
 -CARSON CITY
  -Jack Fralinger, Carson City Health Department, Environmental Health Services, 1711 North Roop Street, Carson City, NV 79801 (702) 887-2190.
 -CITY OF LAS VEGAS
  -Liz Newburn, Privilege License Division, City of Las Vegas, Department of Business Activity, 400 East Stewart Avenue, Las Vegas, NV 89101 (702) 229-6011.
 -CLARK COUNTY
  -Ruth Urban, Child Welfare Licensing Supervisor, Clark County Social Services, 1600 Pinto Lane, Las Vegas, NV 89106 (702) 455-5722.
 -WASHOE COUNTY
  -Jerry M. Tracy, Child Care Licensing Supervisor, Washoe County Social Services Department, Wells Avenue at Ninth Street, P.O. Box 11130, Reno, NV 89520-0027 (702) 328-2300.

Pending Legislation
-None.

NEW HAMPSHIRE (NH)

Information
Supplied by: Sharon Lee, Licensing Supervisor
Division of Public Health Services
Bureau of Child Care
6 Hazen Drive
Concord, NH 03301
PHONE: (603) 271-4624
FAX: (603) 271-3745

Number and Definition of Regulated Programs
-714 licensed centers.
-Number includes nursery schools, private kindergartens, school age programs and religiously affiliated centers.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every 3 years; no license fee.
-Fire safety and building code inspection required once every 3 years; licensing or monitoring inspection required annually.
-General or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft; for 1/3 of the agency's license capacity; the number of children using the play area at one time does not exceed the number square footage for the rate of 50 sq. ft. per child.
-Staff/child ratios: 6 wks. to 12 mos. - 1:4; 13 mos. to 24 mos. - 1:5; 25 mos. to 35 mos. - 1:6; 36 mos. to 47 mos. - 1:8; 48 mos. to 59 mos. - 1:12; 60 mos. and older - 1:15; mixed age groups - ratio based on average age of group.
-Naptime staff/child ratios: same as above; no change.
-Must have at least one person on the premises during operating hours trained in CPR and first aid.

Unannounced Inspection Policy
-Most receive one unannounced monitoring visit in 3 years.
-Unannounced visits are made when investigating complaints.

Complaint Procedure
-Laws that require immediate closing of a center exist.
-Time center has to come into compliance depends on the violation.

-Parents and resource and referral agencies are informed by letter on the day the center is closed, after appeals have been exhausted.
-Complaints that are registered against a center are responded to on the same day if it is a serious complaint; complaints that involve unlicensed agencies are investigated within one week; licensed agencies' investigation must be completed within 30 days.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for child care workers is 18; aides must be at least 16; no age limitation for teachers and directors.
-No information provided regarding compliance with ADA in staff hiring.

Staff Prescreening
-Child abuse clearance, criminal background check, TB skin test, and medical examination are required; no recent changes in TB screening policy - have always consistently required TB testing of all employees.
-Not required - fingerprinting, AIDS, drug and alcohol tests, or measles and HIB immunizations.
-Conditional hiring allowed for 60 days.
-Written references are only required for center staff when there is a questionable background
-A temporary substitute who does not meet the education/ experience requirements for the position may not work more than 30 consecutive days.

Staff Training
-Directors required to have an Associate's Degree; lead/head teachers - 12 college credits; child care workers - 6 college credits; no requirements for teacher aides or dietician and kitchen staff.
-No annual in-service training required.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-No specific state guidelines for child enrollment; however, no child may be enrolled who is under six weeks old, unless they attend for less than 12 hours per week.
-No provision for screening children for blood lead levels prior to acceptance in licensed child care programs.

Child Immunization Policy
-Enrolled children are required to be immunized on the first day of attendance; some exemptions allowed.
-HIB vaccines and boosters are required.

Discipline Policy
-Corporal punishment is prohibited. Discipline must be positive and teach the child to be self-disciplined.

Emergency Medical Consent Policy
-Written consent is required, but form does not have to be notarized.

Environmental Policy
-As a condition of licensure, facilities are required to be tested for lead and asbestos, but not for radon; testing is required only if there is and indication that a problem may exist.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Smoking Policy
-Smoking is prohibited in child care facilities during the hours of operation.

Swimming Pool Policy
-No information provided.

Transportation Policy
-There are regulations concerning the transportation of children.

Infant Care Programs
-Separate regulation exist for center which serve infants.
-Rules exist for day care nursery programs.

Overnight Care Programs
-Rules exist for night care programs.

School Age Care Programs
-Separate regulations for before and after school programs.

Sick Child Care Programs
-None in New Hampshire.

Subsidized Child Care Programs
-Is available; contact Division of Human Services, (603) 271-4381 or Division of Children, Youth, and Families, (603) 271-4248.

Programs for Children with Disabilities
-Center required to have on-going consultation with parents, physician or other professionals and written information regarding meeting child's individual needs.
-No information provided regarding compliance with ADA.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Investigations conducted by licensing specialists and sometimes jointly with the Division of Children, Youth and Families and/or the police.

Local Contact
-No local contact offices; licensing is centralized.
-Call (603) 271-4624.

Pending Legislation
-To change the definition of child day care.
-To exempt certain programs from licensure including recreation, boys/girls club, drop in centers and certain Y programs.

NEW JERSEY (NJ)

Information
Supplied by: Richard Crane, Chief
DYFS, Bureau of Licensing
CN 717
Trenton, NJ 08625
PHONE: (609) 292-1018
FAX: (609) 292-6976

Number and Definition of Regulated Programs

-**2,830** licensed centers.
-Center is defined as 6 or more children under 13 years of age who attend for less than 24 hours a day.
-Nursery schools, prekindergartens, and religiously affiliated centers are included in this number; however, certain religiously affiliated centers operating before May, 1984, are "grandfathered" and permitted to receive a Certificate of Life/Safety Approval instead of a license. Centers operating for eight weeks or less are also permitted to receive such a certificate.

Requirements

-License required; preapproval inspection required.
-License is renewed every 3 years; fee varies by center capacity: 6-15 $100; 16-30 $125; 31-60 $150; 61-100 $175; 101 and up $200; money goes to General State Treasury Fund.
-Separate inspections required yearly by local Fire and Health Departments; building code inspection required once, to secure a Certificate of Occupancy; new centers must comply with barrier-free building codes.
-General liability insurance required; professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 35 sq. ft. for centers operating since 1989; 30 sq. ft. for centers in existence before 1989; outdoor - 150 sq. ft. minimum, plus 30 sq. ft. per child when more than 5 children use the space.
-Staff/child ratios: 0 to 18 months - 1:4; 18 months to 2 1/2 years - 1:7; 2 1/2 to 4 - 1:10; 4 to 5 - 1:15; 6 and school-age - 1:18.
-Naptime staff/child ratios: Less staff have to directly supervise children during naptime, but all staff must remain in facility and be reachable if needed to return to an area.
-Current requirements recommend that a person with CPR training be at the center.

Unannounced Inspection Policy
-All inspections are unannounced, including initial, renewal, complaint and follow-up.

Complaint Procedure
-Policies exist that allow for immediate closing of a center in case of imminent or life threatening hazards - contact local code officials; contact parents; seek court to get injunction; send DYFS licensing staff to the center to make sure that the center complies with closing. Length of time center has to come into compliance depends on nature of infraction.
-Resource and Referral agencies are sent monthly licensing status reports on all centers, including centers that close and new ones that open,
-When complaint against a center is registered, written report is sent to centers after investigation is completed, follow-ups as necessary.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 14 for early childhood programs and 16 for school-age child care programs; 14 to 17 year olds must be directly supervised by an adult.
-Compliance with ADA in staff hiring involves encouraging centers to hire staff members with disabilities.

Staff Prescreening
-Staff required to be prescreened by Mantoux test for TB (or chest x-ray) and medical examination; no recent change in TB screening policy; statement is required regarding conviction of a crime.
-Not required - fingerprinting, child abuse clearance, criminal records background check, HIB and measles immunizations, AIDS, drug and alcohol tests.
-Conditional hiring is not allowed.
-2 written references (or verbal references documented) required.
-Centers required to have a substitute system.

Staff Training
-Preservice education and/or experience required for center directors, group teachers, lead/head teachers, and school-age child care program supervisors; no preservice education or experience required for assistant teachers, teacher aides, or the dietician and kitchen staff.
-While staff are required to have training, there is no requirement for annual in-service training.
-CPR/first aid not required;
-No special training required for infant care, care of children with disabilities, or drop in care.
-Sick child care special training required for each new staff upon beginning work at the center and for all staff annually.

Child Documentation Policy
-Specific documentation for child enrollment includes parents' home and work contacts, emergency contacts, permission for emergency medical treatment, and receipt of information to parents statement. Also, a child must meet certain health requirements.
-Currently no provision for screening children for blood lead level prior to acceptance into a licensed child care program; however, see Pending Legislation.

Child Immunization Policy
-Enrolled children required to have current immunization, including HIB immunization.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-When the presence of lead paint or asbestos is suspected, testing for lead or asbestos is required as a condition of licensure; records are kept on file. Pending legislation would also require testing for radon.
-State contracts out and pays for the testing for lead paint and/or asbestos in child care facilities, but does not pay for any remediation work.

Smoking Policy
-Child care centers must ensure that smoking is prohibited in all rooms and outside play areas while such rooms and outside areas are occupied by children (also see Pending Legislation).

Swimming Pool Policy
-Guidelines for swimming pools include center compliance with building, health, and safety codes for pools at least 24" deep.
-Child/staff ratio not affected.
-One staff member required to have Red Cross lifesaving training or equivalent certification for pools at least 24" deep.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-More stringent staff/child ratios and sanitation procedures exist.
-There are centers providing care to "infants only," defined as under 2 1/2 years of age.
-There are 17 "infant only" centers in the state.

Overnight Care Programs
-Special regulations for overnight care address bedtime schedules, evening activities, sleeping equipment and sleeping garments.
-18 centers provide overnight care.

School Age Care Programs
-Regulations for these programs were adopted in May 1994.

Sick Child Care Programs
-Detailed requirements for programs caring for sick children, whether the program serves sick children exclusively or serves sick children as a component of a regular program.

Subsidized Child Care Programs
-Is available; contact Division of Family Development: (609) 588-2282.

Programs for Children with Disabilities
-More stringent ratios exist for ambulatory and non-ambulatory children with disabilities.
-Compliance with ADA in providing services to children involves encouraging centers to admit children with disabilities.

National Life Safety Fire Code
-New Jersey uses its own Uniform Fire Code (NJUFC).

Child Abuse and Neglect
-Contact 24 hour hotline: 1-800-792-8610. Also, in each county there is at least one phone number for a field office that will respond to cases during normal business hours.

Local Contact
-No local contact offices within the state.

Pending Legislation
-Several bills are pending in the state legislature:
 -Testing for lead toxicity as condition for attendance in schools, nursery schools and child care centers.
 -Prohibit smoking in child care centers.
 -Requires playground safety regulations.
 -Testing for radon in child care centers.
 -Criminal history record checks for child care center employees.
 -Prohibits child care centers from requiring that children be toilet-trained as a condition of attendance.
 -Establish "sex offender free zones" around schools, playgrounds, and child care centers.
 -Require school boards and child care centers to provide instruction about avoiding sexual predators.
 -Requiring that immunizations be a condition for attendance at nursery schools and child care centers.

NEW MEXICO (NM)

Information
Supplied by: Stephen M. Borland, Chief
Child Care Licensing and
Certification Bureau
Children, Youth & Families Dept.
P.O. Drawer 5160
Santa Fe, NM 87502
PHONE: (505) 827-7687
FAX: (505) 827-9978

Number and Definition of Regulated Programs
-515 licensed centers, which includes nursery schools, prekindergartens and religiously affiliated centers.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; fee is $55.00; fees goes into State General Fund.
-Initial building code inspection required; separate inspections required annually by Sanitation and Fire Departments.
-General or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 60 sq. ft., 20% of the licensed capacity.
-Staff/child ratios: infants - 1:6; toddlers - 1:6; preschool - 1:12; school age - 1:15; mixed age groups - same.
-Naptime staff/child ratios: same as above; no change.

-Unannounced Inspection Policy
-All receive unannounced monitoring visits except for the initial pre-opening survey.

Complaint Procedure
-Immediate closing of a center results in license suspension without prior hearing.
-The seriousness of problem determines whether or not it only requires a warning; length of time that center has to come into compliance determined by the seriousness of deficiency.
-Resource and referral agencies notified when a center is closed.
-Local offices respond within time limits from a protocol when a complaint is registered against a day care center.

Staff Qualifications
-Minimum age requirement for working in a center is 18.
-No state recommended salary schedule for center staff.
-Temporary substitutes must meet same requirements as staff.

Staff Prescreening
-Prescreening tests required at the time of hiring: fingerprinting, child abuse clearance, criminal background check, and TB skin test; chest x-ray required if necessary; no recent change in TB screening policy.
-Not required - medical examination, AIDS, drug and alcohol tests.
-Conditional hiring is allowed prior to results of prescreening; no fixed time per FBI clearance.
-Three written references are required from previous employers.

Staff Training
-Preservice education is required for day care center directors. It is not required for lead/head teachers, assistant teacher, teacher aides, or the dietician and kitchen staff.
-24 hours in-service training is required annually.
-Special training required for care of children with disabilities and sick child care.
-No special training required for infant or drop-in care.
-First aid is required in addition to training hours.
-CPR recommended.

Child Documentation Policy
-Specific state guidelines for child enrollment exist.
-No provision for screen children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children required to be immunized by, a schedule provided by the NM Dept. of Health, including HIB immunization.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Smoking Policy
-Smoking is prohibited in child care facilities.

Swimming Pool Policy
-Pools must be regulated and inspected; have permit from the Environment Department.

Transportation Policy
-Transportation of children regulations cover basic safety, seatbelts.

Infant Care Programs
-Separate regulations for centers which service infants are incorporated into general regulations.
-No "infant care only" centers.

Overnight Care Programs
-Special regulations for centers which provide overnight care, especially staff and equipment requirements.
-Are less than 24 hours.
-There are 3 centers which provide overnight care.

School Age Care Programs
-Separate regulations in addition to core day care standards.

Sick Child Care Programs
-Separate regulations for caring for sick children exist.

Subsidized Child Care Programs
-Is available; contact Social Services Division, P.O. Drawer 5160, Santa Fe, NM 87502; (505) 827-8400.

Programs for Children with Disabilities
-Separate regulations for caring for children with disabilities; mainstreaming not required.

National Life Safety Fire Code
-Has been adopted as it pertains to child day care.

Child Abuse and Neglect
-Call (505) 827-8400.

Local Contact
-District I
Yvonne Otero
10801 Lomas Blvd., NE, Suite 101, Albuquerque, NM 87112
(505) 841-4885/4886 FAX (505) 841-4891
-District II
Leroy Martinez
P.O. Box 5160, Santa Fe, NM 87502-5160
(505) 827-1895 FAX (505) 827-1459

-District III
Nancy Joplin
2407 W. Picacho, Suite B-2, Las Cruces, NM 88005
(505) 524-6057 FAX (505) 524-6033
-District IV
Kathleen Freyburger
#1 Jerry Smith Circle, Roswell, NM 88202
(505) 347-0431 FAX (505) 623-6138

Pending Legislation
-None.

NEW YORK (NY)

Information
Supplied by: Suzanne Sennett, Director
Bureau of Early Childhood Services
Department of Social Services
40 North Pearl Street
Albany, NY 12243
PHONE: (518) 474-9324
FAX: (518) 474-9617

Number and Definition of Regulated Programs

-2,689 licensed centers (1,634 licensed by state; 1,055 licensed by New York City).
-Number includes those nursery/preschools/prekindergartens and religiously affiliated centers which meet the definition of a child day care center and therefore are required to be licensed.
-Programs not required to license may do so voluntarily. Nursery schools can also register voluntarily with the State Department of Education.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed at least every 2 years.
-Fire safety inspection required annually; building code inspection required initially and with change of usage or expansion; zoning approval required at initial licensure; health, fire detection system, and heating system inspections required at initial licensure and renewal; test of private water supply required at initial licensure and renewal.
-General liability insurance required; professional liability insurance not required.

Regulations (New York City has separate regulations.)

-Space requirements per child: indoor - 35 sq. ft. and additional space for cribs; outdoor - adequate for outdoor play.
-Staff/child ratios: 6 weeks to 1/2 years - 1:4; 1/2 years to 3 years - 1:4 or 1:5; 3 years - 1:6 or 1:7; 4 years - 1:7 or 1:8; 5 years - 1:8 or 1:9; 6 years to 10 years - 1:10; 10 years through 12 years - 1:15; Ratio varies with group size.
-Naptime staff/child ratios: information not available.

Unannounced Inspection Policy

-The Department is authorized by law to make unannounced and announced inspections of the records and the premises of any child day care provider.

Complaint Procedure

-Call Child Care Complaint Line for Regulatory Complaints: 1-800-732-5207.
-There are policies on immediate closing of a child day care center (suspension of license) upon finding that the public health or a child's safety is in imminent danger.
-For all other violations, the Department must advise the child day care provider in writing of the violations within 10 days and require the provider to correct the violations. If the provider fails to correct the violations within 30 days after notice, the Department may begin enforcement action.
-Resource and referral agencies are notified when a child day care center is closed.
-When a complaint is registered against a child day care center, which if true would indicate a violation of statute or regulation, to the maximum extent possible, an unannounced site inspection must be made within 15 days or the next day in the case of imminent danger.

Staff Qualifications

-No state recommended salary schedule for child care center staff.
-Minimum age requirement for working in a child day care center is 16; no person under 18 years of age is permitted to be left alone to supervise a group of children.
-Compliance with ADA in staff hiring means that child day care centers must comply with all applicable state and federal laws relating to equal employment opportunities.

Staff Prescreening

-Staff required to be prescreened by child abuse and maltreatment clearance; Mantoux or other TB skin test (or chest x-ray), and medical statement must be performed prior to employment and biennially; no recent change in TB screening policy.
-Only attestment by the applicant is required for criminal records background check.
-Not required - fingerprinting, AIDS test, HIB and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of child abuse and maltreatment clearance is allowed but no contact with children is permitted without direct supervision by staff already cleared.
-3 references required, including at least one personal reference and at least one employment reference.
-Substitutes must be screened for any record on the statewide central register as the subject of an indicated child abuse or maltreatment report. Legislation permits child care resource and referral agencies to screen child day care center substitutes for child abuse and maltreatment.

Staff Training
-Preservice education and experience required for child day care center program director and heads of group. Preservice education or experience required for assistants to heads of group.
-15 hours biennial in-service training required for child care center staff.
-CPR/first aid is not a separate preservice and/or in-service training requirement.
-Heads of group for children 6 weeks to 3 years of age required to have special training for infant care; special training in care of children with disabilities required as needed; sick child care and drop in care are not currently categories of regulated care.

Child Documentation Policy
-There are specific regulatory requirements for the admission of children, including medical examination, parental consents, and exchange of information.
-No information provided about screening children for blood lead level.

Child Immunization Policy
-Immunizations, including the HIB immunization, are required for enrollment.

Discipline Policy
-Corporal punishment and humiliating or frightening methods of control and discipline are prohibited.

Emergency Medical Consent Policy
-Written parental consent is required at the time of admission, but signatures are not required to be notarized.

Environmental Policy
-No information provided.

Smoking Policy
-Smoking is prohibited in indoor areas and in vehicles when children are present.

Swimming Pool Policy
-Guidelines include: pools must be constructed, maintained, staffed, and used in such a manner as will safeguard the lives and health of children and must be operated in accordance with all state and local laws; pools operated by child day care centers must be barricaded.
-Child/staff ratio is affected to fit the state health code requirement.
-Staff required to have Red Cross lifesaving training under the state health code requirement.

Transportation Policy
-Regulations governing transportation focus on parental consent and on the safety of children beyond the routine requirements for motor vehicles in New York State.

Infant Care Programs
-There are some special provisions for the care of children under the age of 3 years in the areas of diapering, feeding, program, staff training and preservice experience, equipment and space. A registered nurse must visit the center to instruct staff on the care of infants and toddlers.
-There are centers that provide care to "infants only," defined as 6 weeks to 18 months or 3 years; there are a limited number of "infant only" centers in the state.

Overnight Care Programs
-Special regulations for overnight care are currently under study.
-No centers provide overnight care.

School Age Programs
-There are separate regulations for before and after school programs, termed school-age child care programs in New York State, which may also operate during the summer and school holidays and vacations.

Sick Child Care Programs
-Child day care center regulations include requirements for the care of children who become ill at the center. Children with contagious or communicable disease cannot be admitted. Guidelines for the care of mildly ill children and moderately ill children are currently under consideration.

Subsidized Child Care Programs
-Subsidized child care is available in New York State. For information contact George Ciezkowski, Bureau of Early Childhood Services, New York State Department of Social Services, 40 North Pearl Street, Section 11-B, Albany, New York 12243, telephone: (518) 474-9324.

Programs for Children with Disabilities
-There are no separate regulations on caring for children with disabilities but provision must be made to address the child's individual needs. A child day care center may not refuse to admit a disabled child who otherwise is eligible for admission if a space is available, the child could benefit from participation in the program and reasonable modifications can be made in the premises and/or program to accommodate the child. This is in compliance with the ADA in providing services to children.

National Life Safety Fire Code
-Parts of the National Life Safety Fire Code are referenced in the New York State Uniform Fire Prevention and Building Code.

Child Abuse and Neglect
-Call 1-800-342-3720 to report suspected cases of child abuse or maltreatment.

Local Contact
-There are 7 regional offices which license child day care centers.

Pending Legislation
-None.

NORTH CAROLINA (NC)

Information
Supplied by: Stephanie Fanjul, Director
Division of Child Development
P.O. Box 29553
Raleigh, NC 27626-0553
PHONE: (919) 662-4499
FAX: (919) 662-4569

Number and Definition of Regulated Programs
-3,525 licensed centers.
-If a nursery school, prekindergarten or religiously affiliated center meets the definition of day care and is required to be licensed, it is included in the number.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee; NC Department of Revenue collects privilege license tax based on licensed capacity.
-Fire safety inspection required initially and annually; building code inspection required initially and when major renovations are done; sanitation inspection required initially and annually.
-General and professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 25 sq. ft. minus halls, closets, bathrooms; outdoor - 75 sq. ft. with a minimum of space for 30 children.
-Staff/child ratios: up to one year old - 1:5; 1 to 2 year olds 1:6; 2 to 3 year olds - 1:10; 3 to 4 years old - 1:15; 4 to 5 years old - 1:20; 5 year olds - 1:25.
-Naptime staff/child ratios: Children age 2 and older, only one person required in the room or visually supervising and total number of required staff are on premises within calling distance.
-CPR and first aid are required so that there is always at least one person present during operating hours who has child CPR certification and has successfully completed a course in basic first aid in the last 3 years; may be counted as in-service.

Unannounced Inspection Policy
-Whenever a complaint is filed and others as time permits; this is in addition to announced renewal visits.

Complaint Procedure
-No policies that require immediate closing of a center; summary

suspension of a license is an option, which would mean immediate closure unless a stay was obtained; a hearing is required 5 days after suspension is ordered.
-Violations that have been corrected and/or have not occurred previously require only a warning.
-Resource and referral agencies are not notified when a center is closed; automated system is in process of being set up to link this office with R and R's.
-When a complaint is registered against a center, a consultant must investigate within 30 days after receiving the complaint and take appropriate action; for abuse/neglect, mandated response time is within 7 days for Division of Child Development staff; Department of Social Services must respond within 3 days for abuse/neglect in child care setting.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for operator, director/administrator - 21 years old; minimum age requirement for teacher - 18 years old; minimum age requirement for teacher's aide - 16 years old.
-All programs must comply with ADA in staff hiring. State provides technical assistance, but does not monitor.
-NC has a statewide initiative - T.E.A.C.H., to improve educational opportunities for child care providers; participants receive scholarships to earn a NC Child Care Credential, an AA.S or BA in early childhood education, or can become an Early Childhood Model/ Mentor Teacher (awarded to over 5,000 child care providers).

Staff Prescreening
-Center staff required to have either TB skin test or chest x-ray initially and annually thereafter; initial medical examination required and annual health questionnaire must be completed; no recent change in TB screening policy; fingerprinting and check through SBI (FBI if in NC less than 5 years) also required.
-Not required - check of DSS central registry, AIDS test, HIB and measles immunizations, or drug and alcohol test.
-No one convicted of child abuse or neglect or moral turpitude may work in child care; records are checked only when reason to believe necessary.
-No written references required for center staff.
-Temporary substitutes at a minimum must be 16 years old and literate. If 16 and 17, must work under direct supervision of a qualified teacher who is at least 21 years old.

Staff Training
-Preservice education and/or experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for the dietician and kitchen staff.
-Annual in-service training required for center staff; number of hours of training depends on education/experience of staff person.

-No special training for infant care, care of children with disabilities, sick child care, and drop in care.

Child Documentation Policy
-Enrolled children must have complete application with identifying and emergency medical information.
-No provision for screening children for blood lead level prior to acceptance into licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized, including HIB immunization; exemptions for religious beliefs.

Discipline Policy
-Corporal punishment is not allowed. Exception: church operated/religious sponsored facilities may spank children with parents permission when spanking is deemed part of religious beliefs of church/denomination. Center must have written discipline policy.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized for centers, only for family day care homes.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, lead or radon unless the child care consultant or the environmental health specialist has cause to suspect the presence of lead.
-The lead inspection is done by the state; no funds for remediation and no funds for asbestos or radon.

Smoking Policy
-Smoking is prohibited in the food preparation areas, on the playground, and in any part of the center accessible to children.

Swimming Pool Policy
-When children participate in swimming or other aquatic activities, a person who has a current life guard training certificate, issued by the Red Cross or other training determined by the Division to be equivalent to the Red Cross training, appropriate for both the type of body of water and type of aquatic activities shall be present to supervise the children in or near the water and shall not be counted in the staff/child ratio. One person with a life guard training certificate is required for each group of 25 or fewer children.
-Child/staff ratio as stated herein previously remains the same.
-Any swimming pool which is located on the day care facility premises shall be enclosed by a fence and shall be separated from the remaining outdoor play area by that fence.

-Swimming pool safety rules shall be posted near the swimming pool.
-All swimming pools used by children shall meet the "Rules Governing Public Swimming Pools."

Transportation
-Vehicles must meet state safety inspection standards; driver must have license for type of vehicle being driven; staff/child ratio must be maintained; appropriate child restraints must be used.

Infant Care Programs
-Separate regulations for centers providing care to infants on, nutrition, ratios, activities, staff interactions, and equipment.
-There are centers that provide care to "infants only," defined as under age 3.
-The number of "infant only" centers in the state is unknown.

Overnight Care
-Special regulations include some building code requirements, such as lighted exit signs, and some variances regarding activities and mealtimes. Also must have beds or cots with 4" mattresses.
-Exact number of centers providing overnight care unknown.

School Age Programs
-Specific regulations for activities and ratios exist.

Sick Child Care Programs
-Separate regulations for caring for mildly-ill children.

Subsidized Child Care Programs
-Any licensed center may provide subsidized care if selected by parent.

Programs for Children with Disabilities
-Div. of Mental Health, Mental Retardation and Substance Abuse Services certifies programs for developmentally disabled children.
-Centers must comply with ADA in providing services to children. State provides technical assistance, but does not monitor.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Contact Christine Carroll at the Division of Child Development: (919) 662-4527.

Local Contact
-No local contact offices; consultants work out of their homes.

Pending Legislation
-Expansion of Smart Start Initiative.

NORTH DAKOTA (ND)

Information
Supplied by: Corinne Bennett
Children and Family Services
Department of Human Services
State Capitol Building
Bismarck, ND 58505-0250
PHONE: (701) 328-4809
FAX: (701) 328-2349

Number and Definition of Regulated Programs
-83 licensed centers.
-Religiously affiliated centers are included in this number, but nursery schools and prekindergartens are not.

Requirements
-License required; preapproval inspection is required.
-Option for one or two year license; same number of visits occur.
-License fee ($20-$50 for 1 year; $35-$95 for 2 years) are used for salaries of licensing staff, fringes, mileage, training of licensing staff and providers.
-Fire safety, Building Code and Health and Sanitation inspections required annually.
-General liability insurance required for centers and preschools only; professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: up to 24 months - 1:4; 2 year olds - 1:5; 3 year olds - 1:7; 4 year olds - 1:10; 5 year olds - 1:12; 6-12 year olds - 1:18.
-Naptime staff/child ratios: same as above; no change.
-Staff member who meets current certification requirements in basic CPR is required to be on duty at all times when children are receiving care.

Unannounced Inspection Policy
-Some monitoring visits are unannounced.

Complaint Procedure
-Policies could require immediate closing of center (within 24 hours); depends on the circumstances; otherwise center has 20-60 days to come into compliance depending on the violation.

-Resource and referral agencies notified when a center is closed; upon revocation of a license, the information is public.
-Abuse and Neglect reports handled by Protective Services; Rule Violations are handled by licensing staff; on site visits occur.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Child care worker must be at least 14 years of age; parental consent required between 14-16; no person under age 18 can be left to care for the children without adult supervision.
-With regard to staff hiring, centers are provided with information about compliance with ADA.

Staff Prescreening
-Center staff required to be prescreened by child abuse clearance; fingerprinting is optional.
-Not required - criminal background check, TB skin test, chest x-ray, medical examination, AIDS test, drug and alcohol tests; self certification form is used; also measles & HIB immunization; considering a change in the TB screening policy.
-Uniform Juvenile Court Act now allows the DHS to have access to records for purpose of conducting background checks for licensure.
-Conditional hiring is not allowed.
-No written references required.
-Backup staff have background checks for abuse and neglect and must be trained to center operations.
-ND DHS may not issue a license for child care to any person who has been denied a license because of Child Abuse/Neglect Probable Cause Determination.

Staff Training
-Preservice education and/or experience required for center directors, lead/head teachers, and assistant teachers - must meet minimum standards; no requirements for teacher aides, or the dietician and kitchen staff.
-10 hours annual in-service training required.
-No special training for the care of infants, of children with disabilities, or sick care.

Child Documentation Policy
-Child health forms, child immunization forms, and a child information form are provided by parents to provider.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, including HIB.

Discipline Policy
-Children must not be subjected to physical harm or humiliation. No child may be punched, spanked, shaken, pinched, bitten, roughly handled, or struck by caregiver or any other adult in the center.
-Discipline must be constructive or educational in nature and may include diversion, separation from problem situation, talk with child about the situation, praise for appropriate behavior, and gentle physical restraint such as holding.
-Verbal abuse or derogatory remarks about the child, the child's family, race, religion, or profane, threatening, or abusive language may not be used when addressing children or in the presence of children.
-Separation, when used as a discipline, must be brief and appropriate to the child's age and circumstances, and the young child must be in a safe, lighted, well-ventilated room within hearing of an adult.
-No child may be physically punished for lapses in toilet training.
-Deprivation of meals may not be used as a form of discipline or punishment.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of lead, asbestos, or radon as a condition of licensure.
-There is no state financial assistance for the inspection or remediation in child care facilities for lead, asbestos or radon.

Smoking Policy
-A "smoke free" facility is required.

Swimming Pool Policy
-All swimming pools must be approved by Department of Health and Consolidated Laboratories, Division of Water Supply and Pollution Control.
-Operational practices for staff governed by that agency.
-Center child/staff ratio not affected.

Transportation Policy
-Center operator shall establish a written policy governing the transportation of children to and from the child care center, if the center provides transportation. Such a policy shall specify who is to provide transportation and how parental permission is to be obtained for special field trips and related activities which occur outside the child care center.
-When center provides transportation, parents shall be informed of any insurance coverage on vehicles.
-All vehicles must meet state operational requirements.

Infant Care Programs
-Special additional regulations.
-"Infant only" centers exist, but no information available on the number.

Overnight Care Programs
-Special additional regulations.
-Some centers do provide overnight care, but no information available on the number.

School Age Care Programs
-Special additional regulations for before and after school programs; further rules are being developed.

Sick Child Care Programs
-No information available.

Subsidized Child Care Programs
-AFDC/Transitional/Protection Service, and Crossroad - child care for adolescent parents to continue their education.
-Child Care Assistance Program (CCDBG); also Prime Time (for families at risk).

Programs for Children with Disabilities
-Special additional regulations.
-Centers provided with information regarding compliance with ADA.

National Life Safety Code
-Has not been adopted.

Child Abuse and Neglect
-Call the local county social service office.

Local Contact
-Contact county social services for licensing issues.

Pending Legislation
-None.

OHIO (OH)

Information
Supplied by: M. Pauline Hosenfeld, Chief
Child Day Care Licensing Section
Department of Human Services
65 E. State Street, 5th Floor
Columbus, OH 43215
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FAX: (614) 728-6803

Number and Definition of Regulated Programs
-3,324 licensed centers.
-Nursery schools and preschools are licensed the same as full day programs; some school-operated programs are regulated by ODE.
-Number of licensed centers includes nursery schools, prekindergartens and church affiliated centers.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every two years; initial fee is $100, renewal fee is $50; goes to state's general treasury fund.
-Fire safety inspection required annually; building code inspection required once initially; health (food service license) required annually.
-General and/or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 60 sq. ft.
-Staff/child ratios: infants - 1:5 & 1:6; toddlers - 1:7 & 1:8; preschool - 1:12 & 1:14; school age - 1:18 & 1:20; mixed age - age of youngest child determines the staff ratio of the group.
-Naptime staff/child ratios: ratios and group size may be doubled for no more than 1.5 hours during naptime.

Unannounced Inspection Policy
-At least one of the two mandated monitoring visits must be unannounced; both may be.

Complaint Procedure
-No policies that require immediate closing of a day care center.
-No policies that require only a warning; a reasonable period of time given for a center to come into compliance.

-Resource and referral agencies are notified of center closings by staff contact.
-Complaints against a center are prioritized and investigated.

Staff Qualifications
-Minimum age requirement for working in a center is 18, unless student is in vocational child care program.
-Substitutes must meet all requirements of staff members.
-No information available regarding ADA in staff hiring.

Staff Prescreening
-Each staff member required to sign a statement that he/she has not been convicted of or pleaded guilty to child abuse or other crimes of violence; fingerprinting, criminal records background check, TB skin test or chest X-Ray, measles immunization, and medical examination required; no recent change in TB screening policy.
-Not required - child abuse clearance and HIB immunization.
-Ohio law does address conditional hiring in day care with a records check.
-3 written references required from individuals not related to the potential employee.

Staff Training
-Preservice education and experience required for center administrators; high school diploma, GED, or Vo-Tech training course required for all other child care center staff.
-Each child care center staff member must obtain 15 hours of in-service training annually until a total of 45 hours of training have been completed unless the staff member shows evidence of completion of an associates degree or higher in CD or ECE from a college or university, or a CDA Credential.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.
-First aid training required as a part of the in-service training.

Child Documentation Policy
-Center must have on each enrolled child: emergency medical information, record of immunizations, emergency contact information, record of physical exam, health history, disease history, chronic or special health needs, list of allergies.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Children must have up-to-date immunizations or be in process in order to be enrolled; including HIB immunization.

Discipline Policy
-Corporal punishment is not permitted; positive behavior management techniques must be used.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is not permitted in child care centers.

Swimming Pool Policy
-Center requires written permission from parent or guardian before child can participate in water activities in water two or more feet in depth; Permission includes child's name, whether child is swimmer or nonswimmer, and if child is granted permission to participate.
-Bodies of water two or more feet in depth will be made unaccessible to children if adult supervision unavailable.
-Child/staff ratio must meet the state's regulations; lifeguards at the pool cannot be counted.
-Someone with Red Cross lifesaving training is needed; may be a pool employee instead of center employees.

Transportation Policy
-Regulations regarding the transportation of children exist; a staff person trained in first aid must be present.

Infant Care Programs
-Special regulations regarding kind of facility, daily program, caregivers, hygiene and diapering, feeding and crib arrangement.
-"Infant only" centers provide care to infants ranging in age from birth to 18 months.
-Exact number of "infant only" centers not available.

Overnight Care Programs
-No special regulations for overnight care.
-Some centers do provide overnight care, though the exact number is not available; only a few do 2nd shift (3 - 11 pm); Much fewer do 3rd shift (11 pm - 7 am); Families do not seem to use the service even when offered.

School Age Care Programs
-Separate rules of school age programs adopted in 1992.
-School age programs are those which care for children aged kindergarten and above.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Bureau of Child Care, DHS, 65 E. State St., 5th Floor, Columbus, OH 43215; (614) 466-1043.

Programs for Children with Disabilities
-A center providing care for a child with a disability or who requires treatment for health conditions shall do so in accordance with a written medical/physical care plan for the care of the child. This plan must be approved by both the child care staff member with primary responsibility for the child and parent, as well as the center administrator.

National Life Safety Fire Code
-Not adopted for day care; only for long term care facilities which are regulated by the Department of Health.

Child Abuse and Neglect
-Cases of child abuse and neglect are handled by Children Services Boards or County Human Services Departments located in 88 counties around the state; each county has its own agency for handling complaints; a phone call to one of the five district offices will lead to an appropriate referral.

Local Contact
-The state has regional districts around the state (Columbus, Cleveland, Cincinnati, Canton, and Toledo).

Pending Legislation
-None.

OKLAHOMA (OK)

Information
Supplied by: Nancy vonBargen
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Department of Human Services
4545 N. Lincoln, Ste. 100
Oklahoma City, OK 73105
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FAX: (405) 521-0391

Number and Definition of Regulated Programs

-1,675 licensed centers.
-Nursery schools and prekindergartens not included in the number of licensed centers; religiously affiliated centers included.
-For program operating 15 or less hours a week, licensure is not required.

Requirements

-License required; minimum of 3 monitoring visits required prior to licensure.
-Licenses are renewed every 2 years; no fee.
-Separate inspections are required by Fire and Health (Food Service and Sanitation) Departments; building code inspections required only if city codes require it.
-General or professional liability insurance not required; only transportation liability required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.; play space only is counted.
-Staff/child ratios:
 -Infants (0 through 9 months) - 1:4; maximum group size - 8.
 -Toddlers (10 through 23 months) - 1:6; maximum group size - 12.
 -2 year olds - 1:8; maximum group size - 16.
 -3 year olds - 1:12; maximum group size - 24.
 -4 and 5 year olds - 1:15; maximum group size - 30.
 -6 year olds and over - 1:20; maximum group size - 40.

OR

 -0 - 35 months - 1:6 (No more than two under 10 months per staff)
 -0 - school-age - 1:8 (No more than two under 2 years per staff)
 -2 - school-age - 1:12 (No more than four 2 year olds per staff)
 -3 - school-age - 1:15 (No more than six 3 year olds per staff)
 -4 - school-age - 1:18 (No more than eight 4 year olds per staff)

-Naptime staff/child ratios: no change for infants, toddlers and twos; for 3-5 year olds - when preschool children are resting

quietly, at least one staff person shall be within vision and hearing of children and other staff required to meet staff/child ratios shall remain in the building.
-There must be staff on the premises with pediatric first aid, including rescue breathing and first aid for choking.

Unannounced Inspection Policy
-There are a minimum of 3 unannounced monitoring visits each year.

Complaint Procedure
-An emergency order through licensing policies or injunction through the District Attorney may be obtained if children at risk.
-Non-compliance is documented and centers are informed if non-compliance is jeopardizing their license.
-Length of time center has to come into compliance depends on the seriousness of the violation - anywhere from one day to one year.
-Resource and referral agencies are notified of all case closures.
-Complaints registered against a center are investigated; parents who request a follow-up are recontacted after the investigation is completed.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement: director, 21 years; lead teacher, 19 years; teacher, 18 years; assistant teacher,16 years.
-Compliance with ADA in staff hiring is reinforced through contracts for services that prohibit discrimination.

Staff Prescreening
-TB skin test required for staff upon employment; chest x-ray required if positive skin test reaction; (recently returned to a policy of requiring TB tests annually); criminal records background checks on new staff are required.
-Not required - child abuse clearance, but staff must sign a statement regarding involvement in an investigation, conviction or pleading guilty & a release permitting full background check.
-Not required - fingerprinting, medical examination, AIDS test, HIB and measles immunizations, drug & alcohol tests.
-3 references other than relatives required on the director.
-3 references must be obtained by the director on all staff, including previous employers prior to employment.
-Permanent substitute staff must meet all requirements.

Staff Training
-All staff must receive detailed orientation within one week of employment; 5 options exist involving education and experience required for directors of centers licensed for less than 60; 8 options exist for directors of centers licensed for 60 or more; teachers must be High School graduates; no preservice education and/or experience requirements for the dietician/ kitchen staff.

-12 hours annual training required for teachers; 20 hours annual training for directors.
-No special training is required for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-Required health records and attendance records for all children.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, including HIB immunization.

Discipline Policy
-Corporal punishment is one of ten prohibited activities.

Emergency Medical Consent Policy
-Only permission authorizing center to transport child to emergency medical care is required and does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Smoking Policy
-Tobacco products are prohibited in child care facilities.

Swimming Pool Policy
-Swimming pools must meet requirements for public bathing places.
-Child/staff ratio affected: under 2 - 1:1; 2 years of age - 1:2; 3 years of age - 1:6; 4-5 years of age - 1:7; six years of age and over - 1:10.
-Staff required to have certified lifeguarding training or there must be a certified lifeguard.
-Prohibited swimming and boating in lake or pond, use of saunas, spas or hot tubs, and portable wading pools.

Transportation Policy
-Detailed regulations for the transportation of children, including mandatory passenger restraints.

Infant Care Programs
-No separate regulations for centers which serve infants, but there is a section that addresses infant/toddler care, including feeding, diaper changing, toilet learning and program.
-No centers provide care to "infants only."

Overnight Care Programs
-Special regulations include: staff ratio in compliance with child/staff ratio; all staff members must be awake at all times; emergency lighting devices must be installed throughout centers; sleeping accommodations restricted to ground floor areas; breakfast must be available to children who spent the night; cots with pad, pillow and necessary bedding provided; provisions made for bathing and brushing of teeth; centers will not keep children for more than 24 continuous hours; centers providing overnight care must meet state-adopted building codes.
-Approximately 1% of centers provide overnight care.

School Age Care Programs
-Separate regulations for programs only serving school-age children are being drafted.
-Current center requirements have a section on school-age care as well as differential equipment, supervision and meal service requirements.

Sick Child Care Programs
-Both the law and regulations limit care of sick children.

Subsidized Child Care Programs
-Is available; contact Beverlee Brown, Family Support, Dept. of Human Services, (405) 521-4391.

Programs for Children with Disabilities
-There is a section in center requirements that addresses care of children with disabilities.
-Compliance with ADA in providing services to children is reinforced through contracts for services that prohibit discrimination.

National Life Safety Fire Code
-Has been adopted; local building codes enforced; when no local exists, state-adopted code is enforced.

Child Abuse and Neglect
-Report to local county offices or to statewide hotline (1-800-522-3511).
-Post child abuse reporting requirement.

Local Contact
-77 staff (12 supervisors, 65 licensing representatives), located in 40 of the 77 counties in the state.

Pending Legislation
-Clarification on school-age programs requiring licensure and on persons required to have criminal background checks.

OREGON (OR)

Information
Supplied by: Linda Stern, Licensing Manager
Child Care Division
Employment Department
875 Union Street, NE
Salem, OR 97311
PHONE: (503) 378-3178
FAX: (503) 378-5417

Number and Definition of Regulated Programs
-877 licensed centers.
-Centers have 13 or more children; preschools (4 hours per day or less) are not licensed; number of licensed centers includes religiously affiliated, not nursery schools & prekindergartens.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; license fee is $2/slot and one time initial fee of $100.
-Fire safety and sanitation inspections required annually; building code inspection required initially and if building is remodeled.
-General and/or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft., for at least 1/3 the capacity.
-Staff/child ratios: infants - 1:4; toddlers - 1:4; preschool - 1:10; school age - 1:15; mixed age - ratio of lowest age in group.
-Naptime staff/child ratios: when all children are at rest, one caregiver is required if room is arranged so all children are supervised; other staff must be in facility and able to be summoned without leaving the room.
-One person required on premises at all times with current first aid certification.

Unannounced Inspection Policy
-An attempt is made to make one unannounced monitoring visit per year, but not all centers are visited by drop in.

Complaint Procedure
-Center can be closed immediately by suspension if children are in danger.
-Operators get a warning of any pending legal action, except suspension; receive a warning unless children are endangered.

-Centers have maximum of 6 months to come into compliance under a temporary certificate.
-Resource and referral's notified by telephone if center is closed.
-Regulatory complaints are handled by the center's certifier.

Staff Qualifications
-No state recommended salary schedule.
-Minimum age requirement for teacher aides is 16; minimum age requirement for remaining staff is 18.
-Basic EEOC laws apply.

Staff Prescreening
-Staff required to be prescreened by child abuse clearance and criminal records background check.
-Fingerprinting may be required under certain circumstances.
-Not required - TB skin test, chest x-ray, medical exams, AIDS, HIB and measles immunizations, drug and alcohol tests; no recent change in TB screening policy.
-Conditional hiring allowed prior to results of prescreening for 30 days (to do state criminal record checks); procedure currently being reviewed and may be changed.
-3 written references required for center directors.
-Criminal record checks must be done for temporary substitute if he/she works more than 30 days.

Staff Training
-Center directors required to have 1 year experience or training in management or supervision; lead/head teacher required to have 2 years experience or training in ECE or child development; teachers required to have 1 year experience or training; no requirements for teacher aides or other support staff.
-15 clock hours annual training required.
-No special training for infant care, care of children with disabilities, sick child care, or drop in care.

Child Documentation Policy
-Certain records must be maintained for each enrolled child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, including HIB immunization.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent is required, but it does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, lead or radon as a condition of licensure; however, they must be approved by State Health Division and State/Local Fire Marshal.
-There is no state financial assistance for the inspection or remediation in child care facilities for asbestos, lead or radon.

Smoking Policy
-Staff shall smoke only in a designated area not used by children, for food preparation, dish washing, or for storage of food or cooking equipment and utensils.

Swimming Pool Policy
-Center operator must make requirements of swimming facility known to all staff working directly with children
-Number of staff with the children shall be determined by the ages of the children, their swimming ability, depth of the water, and type of activity; in addition to center staff, parents, volunteers and, sometimes, pool personnel may be counted in meeting required child/staff ratio; pool personnel counted for instructional swimming, recreational swimming when only day care children in the water, and recreational activities when other children in the water, but pool personnel only watching day care children; all persons counted in child/staff ratio shall be able to swim if water is more than 48 inches deep, and dressed for swimming.
-For group of 1-15 non-swimming children, for group of 1-30 beginning swimmers, and each additional group of non-swimmers and/or beginners participating in water activities, there must be at least one person meeting these qualifications: Holds current American Red Cross Advanced Life Saving or Lifeguard Training Certificate, YMCA Senior Lifeguard, or equivalent; completed cardiopulmonary resuscitation training that includes infant and child resuscitation; and is familiar with safety equipment at the swimming facility.
-Swimming pool or wading pool operated by center must comply with Oregon State Health Division's Public Swimming Pool Rules (OAR 333-60-005 through 333-60-225
-Written medical emergency procedure with current emergency numbers posted at swimming area or in possession of staff person; first aid supplies in a designated place available at all times; center must make necessary modifications of requirements based on needs for developmentally disabled child.

Transportation Policy
-Separate regulations for the transportation of children exist.

Infant Care Programs
-Separate regulations for centers which serve infants exist.

-There are centers in the state which provide care to "infants only," defined as 0 to 30 months.
-There are about 25 "infant only" centers in the state.

Overnight Care Programs
-During hours of night care, child/staff ratio shall be maintained; there will be at least two staff persons present at all times, at least one awake at all times; no one allowed to enter except authorized persons; center shall provide staff training for evacuating sleeping children in emergencies; emergency lighting in each room used by children.
-Center will provide activities for children according to age and interests; quiet time activities before bed for each child; toys and equipment available for the needs of each child; activity area away from sleeping children for awake children; space must be arranged so children can go to sleep at various times; all sleeping rooms require two usable exits; children spending majority of sleep hours in care shall have crib, cot or mat with bedding; children shall not share beds; beds will have linens, cleaned with new occupants or once a week; children will have individual toiletry items; evening meal and breakfast available to those children in care at that time.
-There are no centers providing overnight care.

School Age Care Programs
-School age children have opportunities to choose from: a) indoor and outdoor group activities; b) individual projects including homework; c) rest or relaxation. The center is required to have activities and equipment appropriate for school age children.

Sick Child Care Programs
-Separate regulations for caring for sick children.

Subsidized Child Care Programs
-Is available; contact Larry Shadbolt, Adult and Family Services, Human Resources Building, Salem, OR, 97310; (503) 945-6072.
-Special populations - teen parent, A&D migrant - contact Gary Scott, Child Care Division, (503) 378-3178.

Programs for Children with Disabilities
-No separate regulations for caring for children with disabilities; mainstreaming is not required, but discrimination is precluded.
-ADA is advertised by Oregon Disabilities Commission, 1275 Ferry St. SE., Salem, OR 97310, (503) 378-3142.

National Life Safety Fire Code
-Uniform Fire Code and Uniform Building Codes are adapted as working codes and are required for operators to get required permits.

Child Abuse and Neglect
-Contact the local SCF (formerly CSD) branch offices or any law enforcement agency; for statewide information, call (503) 378-4722.

Local Contact
-Staff assigned by regions.

Pending Legislation
-None.

PENNSYLVANIA (PA)

Information
Supplied by: Susan Miller, Chief
Licensing Division Program Specialist
OCYF, Bureau of CDC Services
P.O. Box 2675
Harrisburg, PA 17105
PHONE: (717) 787-8691
FAX: (717) 787-1529

Number and Definition of Regulated Programs

-3,131 certified day care centers.
-Nursery schools are licensed by PA Department of Education, child care provided before and after nursery school hours falls under the jurisdiction of the Department of Welfare day care services; prekindergartens would come under either of these two departments day care services, depending on the services provided, length of program, and ages of children serviced.
-Religiously affiliated centers are under the jurisdiction of the day care regulations may be certified.

Requirements

-Certification required; initial inspection, annual inspection and follow-up inspection for areas cited as noncompliant.
-Certifications are renewed annually; no fee.
-Fire safety and building code inspection required initially and at relocation, construction or modification.
-General liability insurance required; no professional liability insurance required.

Regulations

-Space requirements per child: indoor - 40 sq. ft.; outdoor - 65 sq. ft. with some exceptions.
-Staff/child ratios: infants 1:4; young toddlers - 1:5; older toddlers - 1:6; preschool - 1:10; young school age - 1:12; older school age - 1:15; mixed age groups - depends on the age level of the youngest child in the group.
-Naptime staff/child ratios: for young toddlers - changes to 1:10; for older toddlers - changes to 1:12; for preschoolers - changes to 1:20 (no change for infants).

Unannounced Inspection Policy

-Random basis or as an unannounced follow-up visit after a complaint allegation, or when a facility demonstrates an inability to maintain regulatory compliance.

Complaint Procedure
-Negative sanctions usually provide the right to operate during appeal; injunctive relief and emergency closure are available in situations where gross violations of the law or regulations have occurred.
-No policies that require only a warning; when noncompliance with regulations is cited, the provider has an opportunity to correct.
-Length of time center has to come into compliance varies, depending on the violation; generally the established timeframe is 30 or fewer days.
-Resource and referral agencies are notified when a subsidized center is closed; a facility provides subsidized care, the local management agency is informed to cease referrals to the facility.

Staff Qualifications
-No state recommended salary schedule for center staff.
-All staff positions require previous education and/or experience.
-Minimum age requirement for staff - 18 years, unless extensive high school training in a child care curriculum is completed.
-Facilities are required to comply with provisions of ADA in hiring staff.

Staff Prescreening
-Staff required to be prescreened by child abuse clearance, criminal background check, and medical examination including TB test or chest x-ray as ordered by the physician; regulations were changed in 1992 regarding TB tests - prior to that date any form of TB testing was permitted; after 1992 only Mantoux test is permitted.
-Not required - HIB and measles immunization; fingerprinting, AIDS test, drug and alcohol tests.
-2 written references required from non-relatives.
-30 day conditional hiring is permitted pending child abuse and criminal abuse clearances, but health information must be present on the first day of work with children.
-Substitutes must have a health assessment if in contact with children or working with food, as well as application and verified education, experience and references.

Staff Training
-6 hour annual in-service training required.
-No special training required for infant care, sick child care, or drop-in care; key staff are required to have training in the care of children with disabilities.
-CPR/first aid a separate requirement for designated staff.

Child Documentation Policy
-Enrollment forms and immunizations required.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Immunization according to the American Academy of Pediatrics suggested schedule, including HIB; state law in the case of measles vaccine.

Discipline Policy
-No physical punishment permitted; food can not be withheld from child for purposes of discipline.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, lead or radon as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Smoking Policy
-Cigarettes, pipes, or cigars may not be smoked in a child care space, a play space, or a food preparation area when children are in care or when food is being prepared; ashes and cigarette and cigar butts are prohibited in a child care space, a play space or a food preparation area.

Swimming Pool Policy
-Swimming pool shall conform to PA Code; inground pool shall be fenced with locked gate; aboveground and indoor pool which is not in use shall be made inaccessible to children.
-Staff child ratios while children are swimming: infant 1:1; younger or older toddler - 1:2; preschool - 1:5; young school age - 1:6; and older school age - 1:8.
-Supervision shall include one person certified in lifeguard training. That person may not be included in staff/child ratio.
-Facility person who is counted in staff/child ratio shall complete water safety instruction annually; staff is not required to have Red Cross lifesaving training.
-For wading pools a sanitizing solution shall be added to water; an acceptable sanitizing solution is 3/4 tsp. of bleach added to 50 gallons of water; wading pool shall be emptied daily.

Transportation Policy
-An operator shall notify local traffic safety authorities annually in writing of location of the facility and the program's use of pedestrian and vehicular routes around the day care facility.
-Safe pedestrian crossways, pick-up and drop-off points and bike routes shall be appropriately determined in the vicinity of the facility and communicated to the children and parents in writing.
-Written notification of safe routes shall be posted by the operator at a conspicuous location in child care facility.

-Children shall be picked up and discharge only at locations specific by the facility as safe locations.

Infant Care Programs
-"Infant-specific" regulations.
-No data available on number of "infant only" centers.

Overnight Care Programs
-Additional special regulations exist.
-No data available on number of centers providing overnight care.

School Age Care Programs
-Separate regulations exist.

Sick Child Care Programs
-No separate regulations exist.

Subsidized Child Care Programs
-Subsidy is available for income eligible families.
-Contact Department of Public Welfare, (717) 787-8691.

Programs for Children with Disabilities
-A chapter of regulations on care of children with disabilities applies to all facilities.
-Facilities are required to comply with provisions of ADA in providing services to children.

National Life Safety Fire Code
-Has been adopted; child day care regulations require PA Department of Labor and Industry inspection under fire and panic regulations for L&I certificate of compliance. L&I standards follow the NLFS code; cities of Philadelphia, Pittsburgh and Scranton are regulated by the city Departments of License and Inspection whose standards are based on BOCA code.

Child Abuse and Neglect
-Call 1-800-932-0313.

Local Contact
-Department of Public Welfare Regional Offices:
Western Region
701 State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222
Central Region
P.O. Box 2675
Harrisburg, PA 17105

Northeast Region
100 Lackwanna Avenue
339 Scranton State Office Bldg.
Scranton, PA 18503
Southeast Region
502 State Office Building
1400 Spring Garden St.
Philadelphia, PA 19130

Pending Legislation

-Proposed amendments (10/94) to all chapters of service regulations; final date is unknown, but must occur by 10/96 or the regulatory amendments become null and void.

PUERTO RICO (PR)

Information
Supplied by: Aurea Velazquez de Mercado
Director
DSS - Licensing Office
P.O. Box 11398
Santurce, PR 00910
PHONE: (809) 724-0772
FAX: (809) 724-0767

Number and Definition of Regulated Programs
-363 licensed centers.
-Nursery schools, preschools and religiously affiliated centers are included.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every 2 years; no fee.
-Fire inspection and Health Department inspections required annually; building code inspection required (number of times determined by the agency).
-Only general liability insurance required.

Regulations
-Space requirement (determined by the Fire Department) per child: indoor - 35 sq. ft.; outdoor - none, only requirement is to have a play yard.
-Staff/child ratios: infant - 1:3-4; toddlers - 1:3-4; preschool - 1:12; school age 1:12.
-Naptime staff/child ratios: no change; same as above.

Unannounced Inspection Policy
-All inspections are unannounced.

Complaints Procedure
-Policies that require immediate closing of a center exist.
-Length of time center has to come into compliance depend upon the recommendation of the supervisor.
-The different regional offices of the island investigate right away any complaint registered against a center.
-Resource and referral agencies not notified when center is closed.

Staff Qualifications
-No recommended salary schedule for center staff - at least minimum federal salary.

-Child Development Associate (CDA) or 3 years of experience for the director; one year of experience for lead/head teacher; high school graduate for assistant teachers, teacher aides and dietician and kitchen staff.
-No information available about minimum age requirements.
-Facilities must comply with ADA for hiring practices.

Staff Prescreening
-Staff required to be prescreened by criminal background check every 6 months; chest x-ray and medical examination required annually; no recent change in TB screening policy; HIB and measles immunization also required..
-Not required - fingerprinting, child abuse clearance, TB skin test, AIDS test, drug and alcohol tests.
-Conditional hiring prior to results of prescreening not allowed.
-No written references required.

Staff Training
-No annual in-service training required.
-No special training required for infant care, care of children with disabilities, sick child care or drop-in care.
-All staff should have training in CPR or be a graduate nurse.

Child Documentation Policy
-Health certificate, vaccination record, and authorization for medical treatment in case of an accident required for each enrolled child.
-Children are not required to be screened for blood lead level prior to acceptance into a licensued facility.

Child Immunization Policy
-Immunizations required; HIB not required.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Licensed facilities are tested for the presence of lead, asbestos, and radon as a condition of licensure; results are shared with the licensing office and if it is positive and the facility has to be closed by the Health Department, the licensing office receives a certified copy.
-No state financial assistance is available for inspection or remediation of child care facilities for lead, asbestos or radon.

Smoking Policy
-Smoking is prohibited in child care facilities except in specific

designated smoking areas which meet the following conditions: the smoking area must be clearly identified, facility must have an adequate ventilation system to prevent the movement of smoke from the smoking area to the non-smoking areas, when possible smoking areas should be open and well-ventilated and if closed fitted with air purifiers and ventilators, area shall be provided with ash-trays and fire extinguishers, and area shall be accessible only to the teachers and employees.

Swimming Pool Policy
-No specific regulations.

Transportation Policy
-Transportation under regulation of Public Service Commission.

Infant Care Programs
-Separate regulations for center which serve infants exist.
-No "infant only" centers.

Overnight Care Programs
-No special regulations.

School Age Care Programs
-No separate regulation.

Sick Child Care Programs
-Centers are not supposed to care for sick children.

Subsidized Child Care Programs
-Is not available.

Programs for Children with Disabilities
-Separate regulations for the care of children with disabilities exist in terms of staff education, number of staff per child, and equipment.
-Facilities must comply with ADA; services cannot be denied to a child with a disability.

National Life Safety Fire Code
-Has been adopted.

Child Abuse and Neglect
-Call (809) 724-1333 or (809) 724-1373.

Local Contact
-10 regional offices around the island and a local office in each of the 78 towns.

Pending Legislation
-None.

RHODE ISLAND (RI)

Information
Supplied by: JoAnne K. Flodin
Child Development Specialist
Dept. of Children, Youth and Families
610 Mount Pleasant Avenue
Providence, RI 02908
PHONE: (401) 277-4741
FAX: (401) 457-5388

Number and Definition of Regulated Programs
-294 licensed centers.
-Nursery schools are approved by the Dept. of Education, 22 Hayes St., Providence, RI, 02908; some are also licensed for day care.
-Religiously affiliated centers are licensed.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-Fire safety, building code, and health inspections required annually.
-General liability insurance required; no professional liability insurance required.

Regulations
-Space requirements per child: indoor - 45 sq. ft. under 3 years; 35 square ft. over 3 years; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:6; 3 year olds - 1:9; 4 year olds - 1:10; 5 year olds - 1:12; school age - 1:13; mixed age groups depends on number/age of youngest child in group.
-Naptime staff/child ratios: allow exception for a period not more than 1 hour at arrival, departure, naptime or special activities.
-Must have person trained in CPR/first aid on site at all times.

Unannounced Inspection Policy
-Two unannounced monitoring visits each year; additional are done if a complaint is received.

Complaint Procedure
-If health and/or safety of the children is in jeopardy, center required to close immediately.
-Minor violation of regulations requires warning and plan of correction.
-Center has up to 30 days to come into compliance depending on nature of violation.

-Resource and referral agencies notified when a center is closed.
-Complaints pertaining to violations of regulations registered against a center are investigated by the licensing worker; child abuse complaints investigated by CANTS division of DCYF.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18.
-No information available regarding ADA in staff hiring.

Staff Prescreening
-Staff required to be prescreened by fingerprinting, child abuse clearance, criminal background check, TB skin test, measles immunization, and medical examination once prior to employment.
-Documentation of rubella immunity required for female staff ages 35 and under.
-Not required - chest x-ray, AIDS test, HIB immunization, drug and alcohol tests; no recent change in TB screening policy.
-Conditional hiring prior to results of prescreening is allowed.
-Centers have to have a list of substitutes who have to comply with staff requirements.

Staff Training
-Preservice education and experience required for lead/head teachers, assistant teachers, nurse, and center directors; no requirements for teacher aides, dietician and kitchen staff.
-Annual in-service training required.
-Nurse required to have special training for infant care; no special training for care of children with disabilities.

Child Documentation Policy
-Center required to have on record: age of child by program, medical and immunization information, emergency information, identifying information on parents and child.
-Children are required to be screened for blood lead level prior to acceptance into a licensed child care facility.

Child Immunization Policy
-Enrolled children are required to be immunized or in the process of being immunized; including HIB immunization.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent is required, but it does not have to be notarized.

Environmental Policy
-Regulations require testing for the presence of asbestos, lead or radon as a condition of licensure; files are kept by the Depart-

ment of Health.
-No state financial assistance is available for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Smoking is prohibited in center facilities.

Swimming Pool Policy
-Must be approved by the Department of Health.
-Information about Red Cross lifesaving training for staff and child/staff ratios not provided.

Transportation Policy
-Regulations concerning the transportation of children exist under the Dept. of Transportation.

Infant Care Programs
-Separate regulations for centers which service infants.
-No centers provide care to "infants only."

Overnight Care Programs
-No special regulations for overnight care.
-No centers currently provide overnight care.

School Age Care Programs
-Separate regulations for before and after school programs.

Sick Child Care Programs
-Sick children have to be excluded from day care center programs.

Subsidized Child Care Programs
-Is available; contact Dept. of Human Services, 600 New London Ave., Cranston, RI, 02920; (401) 464-3415.

Programs for Children with Disabilities
-Mainstreaming of children with disabilities is required.
-Compliance with ADA in providing services to children is addressed in regulations.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Call 1-800-RICHILD.

Local Contact
-Dept. of Children, Youth and Families is statewide.

Pending Legislation
-None.

SOUTH CAROLINA (SC) + +

Information
Supplied by: Sherry Driggers, Ed.D., Director
DSS, Division of Child Day Care
Licensing and Regulatory Services
P.O. Box 1520
Columbia, SC 29202
PHONE: (603) 734-5740
FAX: (603) 734-4322

Number and Definition of Regulated Programs
-1,325 licensed centers (number includes nursery schools and prekindergartens.
-288 registered religiously affiliated centers.

Requirements
-License required; inspection required.
-Registration only required for religiously affiliated centers; reflects adherence to minimum standards for health and safety.
-License renewed every 2 years; no license fee.
-Separate inspections required before opening and at renewal time by the Fire and Sanitation Department.
-General and/or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:6; 1-2 years - 1:6; 2-3 years - 1:10; 3-4 years - 1:14; 4-5 years 1:19; 5-6 years 1:22; 6-12 years - 1:24; mixed age groups as indicated.
-Naptime staff/child ratios: no information provided.
-A staff per certified in CPR/first aid must be present on premises at all times during hours of center operation.

Unannounced Inspection Policy
-Regular visits are unannounced unless visit is for renewal of license/approval.

Complaint Procedure
-No policy that requires the immediate closing of a day care facility unless circumstances place children at risk.
-No policy that requires a warning.
-Complaints registered against a facility are responded to within 5 days.
-Facilities have no longer than a year to come into compliance.

-Resource and referral agencies are not notified when a center is closed.

Staff Qualifications

-No state recommended salary schedule for various staff levels.
-Minimum age requirement for working in a facility: director - 21 years; staff - 18 years without supervision, 16 years with constant supervision.
-Written references from unrelated individuals are required for the director.
-Director shall meet at least one of the following requirements:
  -a bachelor's degree in child development or early childhood education from an accredited college or institution;
  -a bachelor's degree from an accredited college or institution and at least six months verifiable experience as a caregiver in a licensed/approved child day care facility;
  -an associate's degree in child development or early childhood education from an accredited college with two years verifiable experience as a caregiver in a licensed/approved child day care facility;
  -a diploma in child development or early childhood education from an accredited college or institution with two years verifiable experience as a caregiver in a licensed/approved child day care facility;
  -a Child Development Association Credential;
  -a high school diploma or General Educational Development Certificate (GED), in addition to three years experience as a caregiver in a licensed/approved child day care facility. One of the three years experience shall be supervision of other child day care staff.
-In facilities licensed/approved before the effective date of these regulations, the director shall have five years experience as a director in a licensed/approved child day care facility or shall meet at least one of the educational requirements listed above.
-In facilities licensed/approved for the first time after the effective date of these regulations, the director shall comply with the qualifications prior to the issuance of a license/approval or in the cases of a new director, the individual must meet qualifications prior to becoming the facility director.
-Staff shall meet the following:
  -a caregiver who begins employment in a licensed/approved child day care center after June 30, 1994, must have at least a high school diploma or General Educational Development Certificate (GED) and at least six months's experience as a caregiver in a licensed or approved child day care facility. If a caregiver does not meet the experience requirements, the caregiver must be directly supervised for six months by a staff person with at least one year experience as a caregiver in a licensed/approved child day care facility. Within six months of being

employed, a caregiver must have six clock hours of training in child growth and development and early childhood education or shall continue to be under the direct supervision of a caregiver who has at least one year of experience as a caregiver in a licensed/approved child day care facility.
-a caregiver who has two years's experience as a caregiver in a licensed/approved facility and is employed as of July 1, 1994, in a licensed/approved child day care center is exempt from the high school diploma and GED requirements.
-Meets requirements of ADA in staff hiring.

Staff Prescreening
-Prescreening required for facility staff: criminal background check, child abuse clearance, medical exam, and TB skin test; chest x-ray required if indicated to follow-up to skin test; no recent change in TB screening policy.
-Not required - fingerprinting, AIDS, drug and alcohol tests.
-Conditional hiring not allowed prior to results of prescreening.
-Substitutes must meet the same requirements as regular staff.

Staff Training
-Director/operator shall participate in at least 15 clock hours within the first calendar year after the effective date of the regulations and at least 20 clock hours within the second calendar year and each year thereafter.
-at least 5 clock hours within the second calendar year shall be in child growth and development and 5 clock hours shall be in curriculum activities for children.
-training shall not include first aid and child-infant CPR.
-Staff, with the exception of emergency person(s) and volunteer(s) providing direct care to children shall participate in at least 10 clock hours of training within the first calendar year after the effective date of these regulations, and at least 15 clock hours within the second year and every year thereafter.
-at least 5 clock hours shall be in child growth and development and at least 5 clock hours shall be in curriculum activities for children.
-training shall not include first aid and child-infant CPR.
-Director/operator shall provide orientation for new staff, volunteer(s) and emergency person(s) prior to their employment.
-CPR/first aid may be a separate preservice or in-service training requirement.

Child Documentation Policy
-Copy of child's health and immunizations record or certification of immunization for day care [state law amended to include day care - "no shots, no school, no day care"], emergency numbers, doctor information, etc. required for child enrollment.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be currently immunized, including HIB.

Discipline Policy
-Written parental permission is required for corporal punishment and must be one file in each child's folder.

Emergency Medical Consent Policy
-Written consent required; form does not have to be notarized.

Environmental Policy
-No information provided about testing of facilities for lead, asbestos or radon.

Smoking Policy
-Smoking is permitted.

Swimming Pool Policy
-Specific additional regulations exist, including child/staff ratios.
-Staff required to have life saving training.

Transportation Policy
-Specific regulations for transportation of children exist.

Infant Care Programs
-Additional fire regulations for facilities which serve infants; the State Fire Marshall has authority to grant alternate methods of compliance within the intent of the regulations.
-There are "infant only" centers; exact number unknown.
-Infants are defined as "birth to 24 months."

Overnight Care Programs
-Additional regulations exist for centers providing overnight care; must be specially licensed; exact number unknown.

School Age Care Programs
-No separate regulations for before and after school programs.
-Exempt from regulation if operating 4 or less hours a day or no more than 2 days per week.

Sick Child Care Programs
-Isolation room must be provided for mildly ill children.

Subsidized Child Care Programs
-Is available; contact South Carolina Department of Health and Human Services Finance Commission, 1801 Main Street, P.O. Box 8206, Columbia, SC 29202-8206; (803) 253-6154.

Programs for Children with Disabilities
-No separate regulations; required compliance with ADA.

National Life Safety Fire Code
-DSS regulation states "Private and Public Child Day Care Centers shall comply with the regulations and codes of the State Fire Marshall."

Child Abuse and Neglect
-Cases would be handled by the regional offices of the DSS.

Local Contact
-6 regional offices; toll free numbers available.

Pending Legislation
-Changes in center regulations regarding naptime ratios, swimming ratios, and calculation of indoor space.
-Zoning legislation - must provide Department with verification of or approval to operate a child day care facility; Department will restrict/adhere to zoning requirements regarding number of children.
-Requiring all types of child day care facilities staff and volunteers to have FBI fingerprint check and state law enforcement records checks upon initial licensure/approval/registration and upon renewal.

++ Information from 1995 Child Day Care Center Licensing Study

SOUTH DAKOTA (SD)

Information Supplied by: Lisa Jordre, Program Specialist
Office of Child Care Services
Department of Social Services
700 Governors Drive
Pierre, SD 57501-2291
PHONE: (605) 773-4766
FAX: (605) 773-6834

Name and Definition of Regulated Programs
-121 licensed centers.
-Voluntary certification for nursery schools by Department of Education.
-Religiously affiliated centers are included in this number; nursery schools and prekindergartens if they are part of a day care program.

Requirements
-License required for 21 or more children; annual inspection required.
-Licenses are renewed annually; no fee.
-Inspections required annually: life, safety and environmental health.
-General liability insurance required; professional liability not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft.
-Staff/child ratios: infants - 1:5; toddlers (up to 3 years) - 1:5; preschool (3-6 years) 1:10; schoolage - 1:15; mixed age groups - according to number in each group; ratios must be maintained during all hours of operation.
-Naptime staff/child ratios: same as above; no change.

Unannounced Inspection Policy
-May be made if nature of complaint dictates; also are encouraged periodically if worker time is available.

Complaint Procedure
-Immediate suspension of license of the center required if children are in imminent danger.
-Warning given for any other areas of non-compliance; length of time for corrections determined by corrective action plan.

-No process for notifying resource and referral agencies when centers are closed.
-is a response process when a complaint is registered against a day care center.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Child care worker must be at least 18 years old; secondary child care workers may be 14 years old under direct and constant supervision of staff.
-Compliance with ADA in staff hiring involves advising between licensing workers and day care providers on a case by case basis. Day care regulations will be reviewed to assure they are not in violation of ADA.

Staff Prescreening
-Prescreening tests required at the time of hiring: child abuse clearance required at hiring; TB test and chest x-ray or medical exam required at hiring and annually, if positive and no INH therapy received; no recent change in TB screening policy.
-Fingerprinting and criminal records background check required. Practice not yet implemented.
-Not required - AIDS, HIB and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of prescreening not allowed.
-Substitutes must meet requirements for child care workers.
-Written references not required: verbal is sufficient but there must be at least three. Verbal reference comments must be documented.

Staff Training
-Preservice education and/or experience only required for: Center directors and lead/head teachers; none required for: Assistant teachers, teacher aides, dietician or kitchen staff.
-20 hours of in-service training is required annually.
-No special training required for infant care, care of children with disabilities, sick child care, drop-in care.
-Annual courses in first aid, CPR, health and safety required for all staff.

Child Documentation Policy
-Immunization records, name of parent(s), address, phone number, doctor, emergency contact person required.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized; schedule has been updated to include HIB.

Discipline Policy
-Corporal punishment prohibited; this includes humiliating and frightening punishment also.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of lead, asbestos, or radon as a condition of licensure.
-There is no state financial assistance for the inspection or remediation in child care facilities for asbestos, lead or radon.

Smoking Policy
-For child care facility of 13 or more children, rule requires a ventilated, designated smoking area.

Swimming Pool Policy
-No guidelines established specifically for pool safety.

Transportation Policy
-Staff/child ratios must be met.
-Children under 5 must be in passenger restraint system.

Infant Care Programs
-No separate regulations.
-3 licensed facilities in the state provide "infant only" care.

Overnight Care Programs
-Special regulations for overnight care include: regular child/staff ratios are to be maintained during all hours of operation.
-Number of centers providing overnight care not provided.

School Age Care Programs
-Separate regulations are in development.

Sick Child Care Programs
-No separate regulations.
-One licensed facilities providing "sick child care" only.

Subsidized Child Care Programs
-Is available; contact: Department of Social Services, Office of Assistance Payments, (605) 773-4678 or Office of Child Care Services, (605) 773-4766.

Programs for Children with Disabilities
-No separate regulations.
-For compliance with ADA in providing services to children, see Staff Qualifications.

National Life Safety Fire Code
-Fire Marshal rules require compliance with Uniform Building Code, 1991 edition.

Child Abuse and Neglect
-Call local Department of Social Service Office or local law enforcement agency.

Local Contact
-District 1
P.O. Box 2442, Rapid City, SD 57709, (605) 394-2434
-District 2
700 Covernors Dr., Pierre, SD 57501, (605) 773-4766/
1-800-227-3020
-District 3
P.O. Box 708, Brookings, SD 57006, (605) 688-4330
-District 4
300 E 6th ST, Sioux Falls, SD 57102, (605) 367-5453

Pending Legislation
-None.

TENNESSEE (TN)

Information
Supplied by: David L. Shirk, Program Specialist
Day Care Licensing
400 Deaderick Street
Nashville, TN 37248-9800
PHONE: (615) 313-4778
FAX: (615) 532-9956

Number and Definition of Regulated Programs
-2,633 DHS and DOE regulated centers.
-Number includes nursery/preschools.
-Some religiously affiliated programs and school-age programs operated by public schools are regulated by the Department of Education.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; license application fee is $15 to $25, depending on license capacity; money goes to General Fund.
-Fire safety and food/sanitation inspections required annually; building code required by some municipalities.
-General and/or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 30 sq. ft.; outdoor - 50 sq. ft.; defined as "usable play space" (excludes restrooms, halls, kitchen and office space).
-Staff/child ratios: infants - 1:5; toddlers - 1:7; 2 year olds - 1:8; 3 year olds - 1:10; 4 year olds - 1:15; 5 year olds - 1:20; school age - 1:25; mixed age groups - ranges from 1:6 for infants/toddlers to 1:20 for 4 and 5 year olds.
-Naptime staff/child ratios: ratio in nap room can be 50% of the required ratio if there are enough adults on the premises to meet the normal ratios should an emergency occur; exception - infant/toddler ratios must be maintained.
-At least one staff member with training in CPR/first aid is required to be on premises at all times.

Unannounced Inspection Policy
-Once a year and as situation requires to monitor or investigate complaints.

Complaint Procedure

-If children are in immediate danger, DHS can get a temporary restraining order and simultaneously suspend license; all other violations receive notice and request for corrective action.
-Length of time center has to come into compliance varies with degree of danger or threat of harm.
-Resource and referral agencies notified when a center is closed.
-Response to a complaint registered against a center is immediate if harm is implied; if relating to lesser violations, investigation is delayed until next site visit; report back to complainant if requested.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for working in center - 18 years.
-TN has a "compliance packet" for centers which includes educational materials on ADA.

Staff Prescreening

-Center staff required to have TB skin test; medical examination required initially and every 3 years thereafter; no recent change in TB screening policy.
-Not required - child abuse clearance and criminal background check, unless reason to suspect; also chest x-ray, unless need is indicated by other tests; AIDS test, measles and HIB, drug and alcohol tests.
-3 written references required in addition to information about last employment.
-Temporary substitutes must meet most requirements of other caregivers but not required to have physical exam.

Staff Training

-Directors required to have high school diploma, 2 years experience, and orientation to job; lead/head teachers: high school education and orientation; assistant teachers and teacher aides: literate and have an orientation; dietician kitchen staff required to have an orientation.
-12 hours annual in-service training required for directors; 6 hours required for caregivers.
-No special training required for infant care, care of children with disabilities, sick child care, or drop-in care.

Child Documentation Policy

-Information (application) form, child health record, including immunizations and additional exam for infants and toddlers, and healthy history required.
-No provision for screening children for blood lead level prior to acceptance into licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized, including HIB.

Discipline Policy
-No physical punishment allowed in centers.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of lead, asbestos, or radon as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Smoking Policy
-Currently smoking is prohibited in the presence of children; the "Children's Clean Indoor Air Act" permits adults to smoke in designated smoking areas where children are not allowed access, but written notification must be given to the parents of such a designated area.

Swimming Pool Policy
-Special regulations exist.
-Child/staff ratio must be double the normal ratio.

Transportation Policy
-Compliance with state law regarding safety restraints, commercial driver's license, and liability insurance required when transporting children.

Infant Care Programs
-Additional exam for infants and toddlers required at enrollment; center must also keep daily "activity record."
-No information available about the number of "infant only" centers.

Overnight Care Programs
-Minimal additional regulations exist.
-12 centers provide overnight care.

School Age Care Programs
-Regulations for before and after school programs are incorporated with other center regulations.

Sick Child Care Programs
-No special regulations.

Subsidized Child Care Programs

-DHS contracts with 14 public or non-profit agencies called Child Care Broker Agencies to manage the voucher program and determine eligibility for CCDBG, SSBG, and At-Risk subsidy. The contact person responsible for Broker Contracts is Mary Nelle Mayfield (615) 313-4759.

-There are about 627 subsidy spaces in 60 agencies which receive CCDBG grants through 18.75% CCDBG funds. These agencies may re-apply for grants at a reduced amount for a max of three years after initial funding. The contact person for these grant agencies is Janet Camp (615) 313-4778.

Programs for Children with Disabilities

-Separate regulations exist relating to equalizing environment.

-Training provided for staff who are holding workshops for providers to educate them on ADA.

National Life Safety Fire Code

-Has been adopted through Fire Marshall (educational codes).

Child Abuse and Neglect

-Every county has a phone number with 24-hour availability.

Local Contacts

-For Licensing:

-District 1
213 W. Maple Street
P.O. Box 2120
Johnson City, TN 37605-2120

-District 2
State Office Building
531 Henley Street, Suite 501
Knoxville, TN 37902

-District 3
444 Neal Street
P.O. Box 659
Cookeville, TN 38503

-District 4
TDHS, 1st Floor
Chattanooga State Office Building
540 McCallie Avenue
Chattanooga, TN 37402

-District 5
209 Wayne St., Ste. 1
P.O. Box 329
Columbia, TN 38402-0239

-District 6
900 2nd Ave., N.
Nashville, TN 37202

-District 7
1263 Highway 45, Bypass North
P.O. Box 8
Trenton, TN 38382

-District 8
100 North Main, 27th Floor
Memphis, TN 38103

Pending Legislation

-None.

TEXAS (TX)

Information
Supplied by: Bill Carver, Standards Specialist
Department of Protective and
Regulatory Services
P.O. Box 149030
Austin, TX 78714-9030
PHONE: (512) 450-3262
FAX: (512) 450-3848

Number and Definition of Regulated Programs

-7,070 licensed centers.
-Nursery schools and kindergartens and schools are not included in this number, religiously affiliated centers are included.

Requirements

-License required; preapproval inspection required.
-Licenses and certificates are non-expiring (valid until revoked or surrendered).
-There is an application fee of $35, provisional license fee of $35 and when the non-expiring license is issued there is another fee of $35 plus $1 for each slot in the licensed capacity. The $35 plus $1 is due each year. Fees go into the state's general fund.
-Fire safety, sanitation, and gas pipes inspections required annually; building code inspection required in some localities.
-Insurance Requirement: Liability insurance in the amount of at least $300,000.00 for each occurrence of negligence covering injury to a child while the child is in the care of license holder
OR
the facility must provide the Licensing Division and parents written notification if liability insurance is unavailable because of financial reasons or inability to find an underwriter willing to issue policy or the limits of the current policy are expended.
-One staff per group of children must have current training in first aid with rescue breathing and choking; one staff per facility (or group of children away from facility) must have current training in CPR for infants and children.

Regulations

-The following space requirements must be met:
1. 30 sq. ft. of indoor activity space measured wall-to-wall, on the inside, for each child in the facility not including single-use areas such as restrooms and kitchens.

a. Children under 18 months of age must be cared for in rooms and outdoor play areas separate from older children (unless there are 12 or fewer children in the center).
b. [As of 9/1/97] Each child under 18-months old must have 30 sq. ft. of indoor activity space in the area(s) in which care is being given.
2. 80 sq. ft. of outdoor play space for each child using the outdoor area at one time.

-Current staff/child ratios: 0-11 months - 1:5; 12-17 months - 1:6; ratios for toddlers and older children depend on the age of youngest child in group and number of children of youngest age.
-Staff/child ratios effective September 1, 1997: 0-12 months - 1:4, 2:10; 13-17 months - 1:5, 2:12; 18-23 months - 1:7, 2:15; 2 yrs. - 1:9, 2:18; 3 yrs. - 1:13, 2:26; 4 yrs. - 1:16, 2:28; 5 yrs.- 1:20, 2:30; 6-8 yrs. 1:22, 2:35; 9-13 yrs. - 1:25, 2:35.
-Naptime staff/child ratios: for children 18 mos. and older - 50% of current ratio plus 25% of remaining staff in the building.
-Requires one person per group of children be certified in First Aid with choking and rescue breathing, and one person present in each facility be certified in CPR.

Unannounced Inspection Policy
-Law requires one unannounced visit per year, but all may be.

Complaint Procedure
-The licensing agency cannot itself close a day care center; however, the licensing statute allows the agency to petition the court for a temporary restraining order or an injunction.
-Due process requirements dictate that any time noncompliance with the child care standards could lead to a revocation, the facility is given notice and an opportunity to correct.
-Length of time center has to come into compliance varies according to the particular noncompliance(s) in the situation. Some are immediately correctable, while others may take longer.
-Resource and referral agencies notified when a center is closed.
-Response process to complaints registered against a center: runs on a system of priorities based on the nature of the allegations.

Staff Qualifications
-No person with a conviction or who is under indictment for, or is the subject of an official criminal complaint alleging violation of any of the crimes listed in Appendix II or a felony violation of Texas Controlled Substance Act may be present while children are in care.
-The director must be at least 21 years of age and have a high school diploma or its equivalent and one of the following (a person who is a director of a center on June 1, 1995 has four years from that date to comply if that person remains in the same position):

-as associate in applied sciences degree in child development or a related degree with 6 college credit hours in child development and 6 college credit hours in business management, and two years experience in licensed child care facility;
OR
-a Child Development Associate credential with 6 college credit hours in business management, and two years experience in a licensed child care facility;
OR
-Sixty college credit hours with at least 9 credit hours in child development or early childhood education or the equivalent and 6 credit hours in business management, and two years experience in a licensed child care facility;
OR
-a day care administrator's credential issued by professional organizations or educational institutions that are recognized by the Licensing Division based on published criteria, and two years of experience in a licensed child care facility;
OR
-three years experience in a licensed child care facility and 9 credit hours in child care, child development or early childhood education and 9 credit hours in business management from an accredited college or university. Five continuing education units (C.E.U.'s) may be substituted for each 3 credit hours;
OR
-a bachelor's degree from an accredited college or university with 12 credit hours of development or early childhood education, 6 credit hours of business management, and one year of experience in a licensed child care facility.

-Staff in day care centers must be at least 18 years of age and have a high school diploma or its equivalent. Persons 16 or 17 years old must not be left alone with and in charge of a group of children but may be counted in the child/staff ratio provided that person works in the same room with and is supervised by a qualified staff member and:
  a. has a high school diploma or its equivalent; Or
  b. is enrolled in or has completed a career program related to child care approved by the Texas Education Agency or another state or federally approved child care career related program.

Staff Prescreening

-All staff names are checked with state's department of public safety; criminal records background check required; fingerprinting required if they live outside the state and work in a Texas facility; child abuse clearance required for director only.
-TB skin test (required if recommended by the local or state Health Department); no recent change in TB screening policy.

-Not required - medical examination, AIDS test, HIB and measles immunizations, and drug and alcohol tests.
-Conditional hiring prior to results of prescreening is allowed until results are received.
-Written references not required.
-Substitutes are permitted and generally must meet the same requirements as regular staff.

Staff Training

-The director must participate yearly in at least 20 clock hours of training. At least 6 clock hours must be in management and staff supervision and at least 6 clock hours must be in child development or early childhood education.
The director of a school-age-care-only facility may substitute 6 clock hours in recreational leadership or related area for the 6 clock hours in child development or early childhood education.
-Before new staff without experience in a regulated child care facility or relevant training are given responsibility for a group of children they must complete 8 hours of preservice training which covers the following areas: developmental stages of children; age-appropriate activities for children; positive guidance and discipline of children; fostering children's self-esteem; health and safety practices in the care of children; positive interaction with children; supervision of children; and detection and reporting of suspected child abuse and neglect.
-All new staff, including volunteers who are counted in facility child/staff ratio, must be oriented in the following when they begin work:
-the requirement in these minimum standards;
-the facility's child care policies, including discipline, guidance, and the release of children;
-the procedures to follow in handling emergencies; and
-use and location of fire extinguishers.
-All staff must obtain at least 15 clock hours of training annually, exclusive of CPR and First Aid, selected from the following areas: child development; care of children with disabilities; adult and child health; nutrition; safety; curriculum-planning; risk management; identification and care of ill children; recognition of child abuse, neglect, and sexual abuse and responsibility for reporting these; cultural diversity; professional development (communication, time management, stress management). For staff assigned to particular groups of children, topics from the following areas are included in the clock hours: care of infants; care of toddlers; care of preschool children; care of school-age children.

Child Documentation Policy

-The center must obtain enrollment information for each child before admission. The center must keep this information as long as the child is in care. The parent must sign a form that

contains detailed information on the child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-Immunization and tuberculosis test requirements ensure that each child's immunization record includes the child's birth date, the number of doses and types, and the date (month, day and year) the child received each immunization; compliance is measured by one or more of the following ways:
  -a dated record that the child has been immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and HIB (record with a rubber stamp or signature of the physician or health personnel or machine or handwritten copy of the immunization record with handwritten copies signed by the person making the copy); a dated statement by physician or other authorized health personnel that immunizations have begun; a certificate or affidavit signed and dated by a physician duly licensed to practice in the United States stating the immunization would be injurious to health and well-being of the child; an affidavit signed by parent or guardian stating immunization conflicts with tenets and practices of a recognized religious organization; and a dated statement signed by the child's parent that the child's immunization record is current and on file at the school the child attends.
-All enrolled children must be immunized per the following schedule:
Children whose 12th birthday is on or after September 1, 1990 are required to show proof of measles immunity or receipt of two doses of measles vaccine administered on or after the first birthday. This proof is not required until the child's 12th birthday. The two doses of measles vaccine must have been administered at least 30 days apart. Children may have 30 days after their 12th birthday to be in compliance.
  -Hemophilus Influenza: Influenza type b conjugate vaccine (HibCV). Children 15 months of age but not yet 5 years of age: one dose on or after fifteen months of age is required, unless a schedule for a primary series and booster was met at 15 months of age. An acceptable substitute is a written-verified history of invasive Hib disease on or after the child's second birthday for children two years of age. One dose of HibCV polysaccharide vaccine administered after 24 months of age meets this requirement.
  -Rubella: All children must have received rubella vaccine on or after their first birthday or provide serologic proof of rubella immunity. A history of rubella illness is not an acceptable substitute for this vaccine.
  -Measles: measles vaccine is required for each child 18 months of age or older. An acceptable substitute is a written-verified history of measles illness or serologic confirmation of measles immunity.

-Mumps: All children must have received rubella vaccine on or after their first birthday. An acceptable substitute is a written verified history of mumps illness or serologic confirmation of mumps immunity.
-Polio: at least three doses of oral polio vaccine (OPV) are required, provided at least one dose has been received on or after the fourth birthday. A dose of OPV administered within the calendar month prior to, or of, the forth birthday will substitute for the dose on or after the fourth birthday. No further doses of OPV are required.
-Diphtheria-Tetanus-Pertussis/Tetanus-Diphtheria: At least three doses of DTP/DT and/or Td vaccine are required, provided at least one dose has been received on or after the fourth birthday. A dose of DTP/DT and/or Td given within the calendar month prior to, or of, the forth birthday will substitute for the dose on or after the fourth birthday. In addition to the minimum of three DTP/DT and/or Td doses with one dose since the fourth birthday, a booster dose of TD is required every 10 years after the dose obtained on or after the fourth birthday.

Discipline Policy
-Discipline and guidance of children must be consistent and based on an understanding of individual needs and development.
-Positive methods which encourage self-esteem, self-control, and self-direction must be used.
-There must be no harsh, cruel or unusual treatment.
1. Corporal punishment or threats of corporal punishment are prohibited.
2. Children must not be shaken, bitten, hit, or have anything put in or on their mouth as punishment.
3. Children must not be humiliated, yelled at, or rejected.
4. Children must not be subjected to abusive or profane language.
5. Punishment must not be associated with food, naps, or toilet-training.
6. Bed wetters must not be shamed or punished.
7. Staff may use brief, supervised separation from the group if necessary, but staff must not place children in locked room or in a dark room with the door closed.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are <u>not</u> required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, lead or radon.

Smoking Policy

-People must not smoke at the facility, during transportation, or on field trips.

Swimming Pool Policy

-The child/staff ratio for water activities must be met as follows:

1. For wading/splashing activities (less than two feet of water) the child/staff ratio is as required for regular classroom activities EXCEPT when wading/splashing activities include children under 4 years of age, at least two adults must be present.
2. For swimming (more than 2 feet of water) the child/staff ratio is more strict EXCEPT that when 4 or more children are swimming, at least two adults must be present. The number of regular staff may be supplemented by parents or volunteers trained in the facility,s procedures for supervising swimming.

-Swimming pools at or away from the facility, must:

-have at least one lifesaving device for each 2,000 sq. ft. of water surface within a minimum of two devices for each swimming pool;

-have drain grates that are in place, in good repair, and that cannot be removed without using tools;

-not have pool chemicals that are accessible to children;

-not have unlocked machinery rooms when the facility children are present;

-be built and maintained according to the standards of the Texas Natural Resources Conservation Commission and any other applicable state or local regulations.

-Swimming pools at the facility must be built and maintained such that unsupervised access to the pool will be prevented.

Transportation Policy

-The child/staff ratio for transporting children is:

-One adult in addition to the driver must be present for each group of 4 children under two years of age;

-For children 2 years old and older, the child/staff ratio is established by following the options in the regular classroom child/staff ratio.

-Each child being transported must ride in an infant carrier, child seat or seat belt, as appropriate to the child's age, size, and condition. This requirement applies to any vehicle used by or for the facility to provide transportation, with the exception of a bus with a gross vehicular weight rating (GVWR) of 10,000 pounds or more. This requirement applies to all transportation, including, but not limited to, to and from the facility, to and from the child's school, and on field trips.

-all restraint devices must have been manufactured dynamically crash-tested according to federal standards and installed according to instructions provided by the manufacturer.

-appropriateness of infant seat, child restraint, or seat belt is determined as follows:
  a. An infant who cannot sit up must be restrained in an infant carrier designed as a child passenger device;
  b. A child under two years of age who can sit alone must be seated in a child seat;
  c. A child age two or older must ride in either a child seat or in a seat belt.
-only one child may use each seat belt at a time.
-a child may ride in a shoulder harness and seat belt if the shoulder harness goes across the child's chest and not across the child's face or neck.
-the driver and all adult passengers in a vehicle transporting the children must be properly restrained by a seat belt when the vehicle is in motion.
-The following must be in the vehicle when children are being transported:
-a list of children being transported;
-first aid supplies;
-emergency medical treatment forms for each child being transported;
-a minimum of one operational fire extinguisher, approved by local or state Fire Marshall; safety secured in passenger compartment and accessible to the adult occupants.

Infant Care Programs

-There is not a separate set of standards for infant care, but the following requirements apply to children under 18 months-of-age:
  1. Staff must talk to, hold, and play with the children.
  2. Children in cribs, while awake, may remain in their cribs for up to one hour as long as they stay content and responsive.
  3. Each child must be allowed to explore outside the crib or playpen each morning and afternoon.
  4. A child not yet ready for table food must be fed a formula or diet approved in writing, signed and dated by the child's physician or parent, and dated as changes are made.
     a. Bottles must be clearly marked with the child's name.
     b. Bottles must never be propped; the child or the adult must hold the bottle.
     c. Children up to 6 months of age must be held while being bottle-fed.
  5. Children no longer being held for feeding must be fed in a manner that ensures their safety and comfort.
  6. A staff member must always be in the room with the children.

Overnight Care Programs

-Special regulations include: applicable fire and safety requirements; staff awake at all times; appropriate sleep equipment.
-Data not available for how many centers provide overnight care.

School Age Programs
-There are individual standards in the day care standards that are specific to school-age care, but not a separate set of standards.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Ms. Charlotte Brantley, Texas Dept. of Human Services E-411, P.O. Box 149030, Austin, TX 78714-9030 (512) 450-4167.

Programs for Children with Disabilities
-No separate regulations exist.

National Life Fire Safety Code
-Has not been adopted.

Child Abuse and Neglect
-Statewide Child Abuse Hotline: 1-800-252-5400.
-Licensing has its own specialized abuse/neglect investigations.

Local Contact
-Local contact offices throughout the state.

Pending Legislation
-For the 1996-1997 Biennium:
-Increase the number of hours available per case in child Protective Services, Adult Protective Services, and Child Care Licensing.
-Automation of the Licensing Program.
-Improving worker safety.
-Designating child care into two categories: home care or center care (for ease in regulation).

UTAH (UT)

Information
Supplied by: Patricia Kreher, Director
Office of Licensing
Department of Human Services
120 North 200 West
Salt Lake City, UT 84106
PHONE: (801) 538-4242
FAX: (801) 538-4553

Number and Definition of Regulated Programs

-330 licensed centers.
-Religiously affiliated programs, as well as those regulated by the Board of Education, are exempt in certain instances.
-Nursery schools and prekindergartens are licensed only if children are in attendance more than 4 hours a day.

Requirements

-License required; centers visited prior to license update.
-Licenses renewed annually; license fee is $1.50 per child plus $25 flat fee; fee goes into State General Fund.
-Inspections required annually: fire safety; health (environment) child and adult care food program, immunizations; building code inspection required at initial opening.
-General liability insurance required if center has state contract; no professional liability insurance required.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 40 sq. ft.; in collaboration with State Fire Prevention Board.
-Staff/child ratio: infant - 1:4; toddlers (under 2 years old) - 1:4; 2 year olds - 1:7; 3 year olds - 1:12; 4 year olds - 1:15; 5 year olds - 1:20.
-Naptime staff/child ratios: children may be under the supervision of 50% of above-listed ratio, but there must be direct supervision of children at all times.
-One person on duty required to be certified in first aid/CPR through Red Cross, or equivalent, at all times.

Unannounced Inspection Policy

-Goal is for 2 unannounced monitoring visits per year, as well as for complaint investigations.

Complaint Procedure

-Policies that require immediate closing of a center exist.
-If health, safety, welfare of children is jeopardized but does not pose an immediate threat, can issue a 30 day notice of revocation/suspension.
-Center has 30 days to come into compliance; less if necessary.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against a center are responded to; length of time and action based on verifiable nature of complaint.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18.
-No information available about compliance with ADA.

Staff Prescreening

-Center staff required to be prescreened by criminal background check, and medical examination initially and if leave to work at new center; child abuse clearance required initially and yearly; TB skin test required as specified by Health Department; chest x-ray not required unless TB test is positive; no recent change in TB screening policy.
-Not required - AIDS, drug and alcohol tests; no information available about measles or HIB immunizations for staff.
-Conditional hiring prior to results of prescreening is allowed; length of time not specific in standards, but generally 30 days for full compliance with all requirements.
-For use of temporary substitutes, centers must develop a list post at the center,; minimal on-site information required; must have fingerprint check.
-Written references not required; are accepted and used if provided, particularly for directors.

Staff Training

-Director required to have a CDA or better in early childhood education, plus 1 year of experience; lead/head teachers, assistant teachers, aides must be at least 18 years old and have high school diploma or equivalent; persons under 18 years old are not counted towards staff ratios.
-Center staff required to have annual in-service training: first year - 40 hours (10 health related); each year thereafter - 20 hours (5 health related).
-No special training required for infant care, sick child care, or drop in care; standards being developed for care of children with disabilities.
-Center staff required to be trained in general first aid/CPR.

Child Documentation Policy
-Registration form, immunization, health evaluations, proper age group with proper ratios, emergency contacts, parents information on center policy/procedures, other pertinencies such as restraining orders, etc. required.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized.
-HIB series required.

Discipline Policy
-Corporal punishment prohibited; no punishment with food, toileting, rest or humiliation allowed.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of radon, asbestos or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, lead or radon.

Smoking Policy
-Smoking is not permitted in any public building or child care facility.

Swimming Pool Policy
-No wading pools or other pools, screened by Health Department.

Transportation Policy
-Have enhanced existing Department of Public Safety standards to specifically address child care.

Infant Care Programs
-Separate regulations exist.
-No information available on "infant only" centers.

Overnight Care Programs
-None.

School Age Care Programs
-All preschool regulations apply plus separate regulations for before and after school programs.

Sick Child Care Programs
-Regulations for caring for sick children incorporated into core standards, specify which children must be excluded and those that

may stay - in consultations with parents. No programs have chosen this license.

Subsidized Child Care Programs
-Is available; contact Office of Family Support, 120 N. 200 West, SLC, Utah, 84103 (801) 538-3970.

Programs for Children with Disabilities
-Separate regulations for the care of children with disabilities exist.
-All preschool regulations also apply.
-No information or training given to providers about compliance with ADA.

National Life Safety Fire Code
-Code has been adopted; exception is 1:4 ratio for infant care where immediate outside exit is available or room has automatic sprinklers.

Child Abuse and Neglect
-Call 1-800-678-9399, all law enforcement agencies, any number with the Division of Family Services.

Local Contact
-Patricia Kreher, Director (801) 538-4242

Pending Legislation
-HB51-1995 Legislative session, to add licensing of drop-in care facilities and child care programs operated by schools or church groups; it was passed but not funded; therefore, bill will be resubmitted for 1996.

VERMONT (VT)

Information
Supplied by: Coleman Baker, Chief
Children's Day Care Unit
Division of Licensing and Regulation
103 South Main Street
Waterbury, VT 05671-2401
PHONE: (802) 241-2158
FAX: (802) 241-2980

Number and Definition of Regulated Programs
-471 licensed centers (includes 80 licensed preschools).
-Day care center and preschool category; all are known as Early Childhood Programs with same regulations.
-Number includes nursery schools, prekindergartens and religiously affiliated centers, and non-recurring child care settings at ski areas.

Requirements
-License required; preapproval inspection required.
-Licenses must be renewed every 1 to 3 years; no license fee.
-Fire safety and building code inspections only at initial licensure and upon complaint.
-Regular general liability insurance required; professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:5; preschool - 1:10; school age - 1:13; mixed age groups - lowest ratio.
-Naptime staff/child ratios: same as above; no change.
-Must have one person on duty at all times with CPR training.

Unannounced Inspection Policy
-Two unannounced monitoring visits each year, unless warranted more often.

Complaint Procedure
-Immediate closing of a center (suspension) required if children are in imminent peril; otherwise infraction determines how long center has to come into compliance: 5-90 days.
-Resource and referral agencies notified when a center is closed or if revocation intention is sent.

-All complaints against a center (anonymous or otherwise) are investigated.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18; minimum is 16 in school age programs when within sight or earshot of a qualified adult caregiver; 17 for vo-tech child care students/graduates.
-First aid is not a separate preservice and/or in-service training requirement.
-Compliance with ADA in staff hiring involves providing information to administrators.

Staff Prescreening
-All staff are required to be prescreened by child abuse clearance and Vermont criminal records background check.
-Not required - fingerprinting, TB skin test, chest x-ray, medical exam, AIDS test, HIB and measles immunizations, and drug/alcohol tests; no recent change in TB screening policy.
-Three written references or notes taken in telephone interviews required from non-related persons.
-Temporary substitutes must have 3 references prior to their fourth day of assignment.

Staff Training
-Preservice education and experience required for center directors, lead/head teachers, and teachers; no requirements for assistants, the dietician and kitchen staff.
-6 hours in-service training is required annually for staff; 9 hours for the director and head teacher.
-2 hours of specialized training required for infant, toddler, preschooler, and schoolager care, care of children with disabilities, or drop-in care, depending on the age of the children in the caregiver's group.

Child Documentation Policy
-Written information required for child enrollment.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children required to be immunized; including the HIB immunization and HIB for infants.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are required to be tested for the presence of asbestos as a condition of licensure; it is anticipated that lead will be included within a year or two; no requirement for radon.
-There is state financial assistance for inspection in child care facilities for asbestos; none for lead or radon.

Smoking Policy
-Smoking is prohibited on the premises or in view of the children.

Swimming Pool Policy
-Guidelines include: prior written permission, lower child/staff ratios; pools must be fenced and equipped with special locking devices.
-Child/staff ratio affected: Non-schoolage children are 1:2 if no lifeguard is present or 1:4 if lifeguard is present and dedicated to group; 1:6 for schoolagers if no lifeguard dedicated to group; 1:12 if lifeguard is dedicated to schoolagers group.
-Staff not required to have Red Cross lifesaving training.

Transportation Policy
-Numbers, seatbelts, car seats required.

Infant Care Programs
-Smaller staff/child ratio and rocking chairs required in infant areas; toileting and highlights of child's day reported to parents each day.
-No centers provide care to "infants only," however, this is not prohibited by state regulation.

Overnight Care Programs
-No special regulations for overnight care.
-No centers provide overnight care, although they are not prohibited by regulation.

School Age Care Programs
-Separate regulations for before and after school programs exist.

Sick Child Care Programs
-No care permitted for sick child care.

Subsidized Child Care Programs
-Is available; contact Child Care Services Division, 103 South Main St., Waterbury, VT 05671-2401; (802) 241-3110.
-5% pay differential paid to programs accredited by NAEYC and NCCA.

Programs for Children with Disabilities
-Staff must know how to respond to particular child.
-Compliance with ADA in providing services to children involves bringing information to the staff.

National Life Safety Fire Code
-Adopted; if new construction, 1987 BOCA with 1988 Supplement; for existing, NFPA 101 Life Safety Code 1994.

Child Abuse and Neglect
-Call (802) 241-2131.

Local Contact
-Not available.

Pending Legislation
-Bill to charge fees for licenses.

VIRGIN ISLANDS (VI)

Information Supplied by: Verna C. Garcia, Administrator
Volunteers & Special Programs
Department of Human Services
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Christiansted, St. Croix
U.S. Virgin Islands 00820-4355
PHONE: (809) 773-2323
FAX: (809) 773-6121

Number and Definition of Regulated Programs
-176 licensed centers.
-Includes nursery schools, preschools, prekindergartens and religiously affiliated centers; certification required government centers.

Requirements
-License for private centers; preapproval inspection required.
-License renewed annually; certificates renewed biennially; fee is $50; fees used for training and other activities.

Regulations
-Space requirements per child: indoor - 25 sq. ft.; outdoor - 45 sq. ft.
-Staff/child ratios: 2-3 years - 1:8; 3-4 years - 1:9, 4-5 years - 1:11; school age - 1:12; mixed ages - determined by age of youngest child.
-Children under 2 years of age not permitted in centers.
-Naptime staff/child ratios: same as above; no change.
-Fire safety and sanitation inspections required annually; building code inspections required initially.
-General and/or professional liability insurance not required.

Unannounced Inspection Policy
-At least 2 inspections per year must be unannounced; all others may be announced.

Complaint Procedure
-Policies that require immediate closing of a center exist.
-Length of time center has to come into compliance depends on severity of violation.
-No formal resource and referral agencies exist.
-Complaints registered against a center are investigated.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for center director - 21; minimum age requirement for staff - 18.
-At least one staff person must be certified in CPR/first aid with every three year recertification.

Staff Prescreening
-Staff required to be prescreened by child abuse clearance, criminal background check, and TB skin test; chest x-ray required if indicated; no recent change in TB screening policy; medical examination required if staff member is over age 60.
-Not required - fingerprinting, AIDS, drug and alcohol tests.
-3 written references from unrelated persons required for center staff.
-Conditional hiring not allowed.
-No policy regarding use of temporary substitutes.

Staff Training
-Preservice education and/or experience required for center director, lead/head teacher, assistant teacher, and teacher aides; no requirements for the dietician and kitchen staff.
-In-service training required twice a year.
-Special training required for care of children with disabilities; no special training for sick child or drop-in care.

Child Documentation Policy
-Center must maintain a record on each enrolled child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children required to be immunized.
-Immunization required as part of annual health examination, including HIB.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, lead or radon as a condition of licensure.
-There is no state financial assistance for the inspection and remediation of child care facilities for radon, asbestos, or lead.

Smoking Policy
-Smoking is prohibited in the presence of children.

Swimming Pool Policy
-At least one adult holds current life-saving certificate, other staff members who can swim.
-Children must be supervised while in the water.
-Child/staff ratio not affected.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-No infants in centers, only in family or group day care homes.

Overnight Care Programs
-No special regulations.
-2 centers provider overnight care.

School Age Care Programs
-No information.

Sick Child Care Programs
-No information.

Subsidized Child Care Programs
-Licensed facilities may register with the Department of Human Services for participating in Child Care and Development Block Grant certificate program.

Programs for Children with Disabilities
-No information.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Call (809) 773-9272, (809) 776-3966, (809) 774-4393 or (809) 773-2323.

Local Contact
-No information.

Pending Legislation
-None.

VIRGINIA (VA)

Information
Supplied by: Arlene Kasper
Program Development Supervisor
DSS, Division of Licensing Programs
Theater Row Building
730 E. Board Street
Richmond, VA 23219-1849
PHONE: (804) 692-1787
FAX: (804) 692-2370

Definition and Number of Regulated Programs

-2,141 licensed centers [with a capacity of 164,588].
-This includes day care centers, nursery/preschools, and hospital operated centers.
-Religiously affiliated centers may choose voluntarily to be licensed, but are otherwise exempt.

Requirements

-License required; preapproval inspection required.
-Licenses renewed up to three years; fees based on capacity and range from $14 - $200; fees used for provider training.
-Fire safety inspections required annually; water, sewage and food service inspections as required by the local health department; building code inspections required initially; asbestos inspection required one time.
-General liability insurance required; professional liability insurance not required.

Regulations

-Space requirements per child: indoor - 25 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants -1:4; young toddlers - 1:5; two and three year olds - 1:10; four year olds - 1:12; schoolage - 1:20; mixed age groups - ratio for youngest child applies. Ratios can vary during the designated rest period; exception: Montessori preschools may meet the alternative requirements as stated in the Montessori Module added to licensing standards.
-Effective 3/1/96, there will be more restrictive staff/children ratios for centers falling under the definition of a theraputic child development program.
-Naptime staff/child ratios: ratios may double (for children 16 months old to age of eligibility to attend public school), if (1) staff person is in sight and sound of resting children, (2) staff are within facility and available to assure safe evacua-

tion in an emergency and (3) an additional person is present if necessary.
-Centers must have at least one staff person on the premises during all hours of operation and at least one person on field trips who has successfully completed a first aid course from the American Red Cross or National Safety Council, or the course must be equivalent to the curriculum approved by State Board of Health.
-CPR not required; effective 3/1/96, there must be a person trained in first aid whenever children are in care; also instead of meeting the curriculum approved by the State Board of Health, the first aid course must be competency based and meet certain criteria).

Unannounced Inspection Policy
-At least one announced and one unannounced visit per year.

Complaint Procedure
-No policies require immediate closing of day care centers; any noncompliance that is cited constitutes a warning.
-Length of time center has to come into compliance depends on circumstances. Sanctions may be imposed, including: (1) Reduced capacity; (2) restricted new admissions; (3) required training; (4) renewal of license denial and (5) revoking current license.
-No process for notifying resource and referral agencies when a center is closed, but they may contact state agency for directory of currently licensed centers.
-Complaints, either written or oral, registered against a center are responded to.
-Hotline established: 1-800-KIDS-LIL (1-800-543-7545). Is a complaint and information line. Includes: parenting tips; provider training information; and during business hours - complaint reception.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for center program directors is 21, program directors of centers for only school-age children can be as young as 19 years if supervised by an administrator meeting certain qualifications; minimum age for other staff other than aides is 18; minimum age for aides is 16.
-Compliance with ADA in staff hiring: Licensee is responsible for ensuring the center's activities, services and facilities are in compliance with local, state and federal laws and mandates including ADA.

Staff Prescreening
-Staff required to be prescreened with criminal records background check; need to provide documentation of being free of TB in a communicable form upon initial employment; new revised regulations

scheduled to be effective 3/1/96 will require a tuberculosis examination every two years.
-Not required - child abuse clearance, fingerprinting, chest X-ray, medical examination, AIDS test, HIB and measles immunizations and drug, alcohol tests.
-Conditional hiring is allowed: 5 work days for TB test, 21 days for criminal background check; effective 3/1/96, a TB test is required for each staff member 21 days after employment.
-Require two references from previous employers or other knowledgeable and objective sources - need not be in writing.
-A center shall maintain the ratio by temporary or substitutes; but any employee and certain volunteers coming in contact with children must have TB test, criminal record check, orientation training and meet general qualifications.

Staff Training
-Directors for programs serving children of preschool age or younger: 21 years of age plus: graduate degree in child related field and 6 months programmatic experience; or B.A. in a child related field and 1 year programmatic experience; or 48 semester hours (of which 12 hours are related to group care of children) and 1 year programmatic experience; or 2 years programmatic experience with 1 year staff supervisory experience plus one of the following: 48 semester hours; 1 year (30 credit) Early Childhood Certificate; or C.D.A [Experience must be age appropriate. Qualifications vary for program directors serving school age children.]
-Child care supervisors working with children preschool age or younger must be at least 18 years of age and have a high school diploma or GED, plus: hold a B.A. in child related field; or 48 semester hours (of which 12 hours are related to the group care of children) and 6 months programmatic experience; or C.D.A. credentials; or one year Early Childhood Certificate and 6 months programmatic experience; or 1 year of programmatic experience, plus 10 hours minimum of developmentally appropriate training. [Experience must be age appropriate. The qualifications vary for child care supervisor working with school age children.]
-For aides, dietician or kitchen staff, general qualifications for health and orientation. (Aides must be at least 16 years of age.)
-8 hours annual in-service training required for center staff working with children.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care; effective 3/1/96, staff working with children in programs exclusively for children with dsiabilities must meet different qualifications and obtain more training.

Child Documentation Policy
-Center must have on each enrolled child: name; sex; birthdate; address; home phone numbers; name and phone number of child's

physician; names, addresses and phone numbers of two designated emergency people; parents work numbers and place of employment; allergies; intolerances of substances and action to take in an emergency; names of persons authorized to pick up child; also child's grade level in school and name of school program, if applicable; daily attendance; immunization record; general health information; various agreements/authorizations; enrollment and termination dates.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Immunizations required, including HIB (if child is under 30 mos. of age at the time of enrollment); required by VA Health Code.

Discipline Policy
-There shall be no physical punishment or disciplinary action administered to the body such as, but not limited to, spanking; forcing a child to assume an uncomfortable position (e.g. standing on one foot, keeping arms raised above or horizonal to the body); restraining to restrict movement through binding or tying; enclosing in a confined space, box, or similar cubicle; or using exercise as punishment.
-Children shall not be shaken at any time.
-The center shall neither force nor withhold meals or snacks, neither force nor withhold naps, not punish toileting accidents in disciplining.
-Staff shall not be verbally abusive.
-When separation is used, it shall be brief and appropriate to child's level. No child confined to any space the child can not open. Staff not allowed to give a child authority to punish another child.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of lead or radon as a condition of licensure; asbestos inspection required for centers located in facilities under construction prior to 1978.
-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, lead or radon.

Smoking Policy
-Smoking is prohibited inside the center and outside the center in the presence of children; exception: smoking may be allowed inside the building if it occurs in a room with a separate air circulation system from the one used for children's areas and the circulation system is vented directly to the outdoors.

Swimming Pool Policy
-Specific guidelines for swimming and wading activities exist in Part 6 of VR 175-08-01 Minimum Standards for Licensed Child Day Centers Serving Children of Preschool Age or Younger and VR 175-09-01, Minimum Standards for Licensed Child Day Centers Serving School Age Children.
-Child/staff ratio remain the same. Senior lifesaver/instructor not counted in ratio.
-If swim area depth is more than 2 feet, instructor must hold a current certificate issued by either Red Cross, YMCA, Boy Scouts, etc. in water safety. (Not limited to Red Cross Certificate).

Transportation Policy
-Centers must provide parents with transportation safety policies when transportation is provided.

Infant Care Programs
-No separate regulations, but within the regulations there are special requirements for centers serving infants.
-One center provides care to "infants only," defined as birth through 16 months [478 centers include infant care].

Overnight Care Programs
-There are no separate regulations for overnight care, but within child care center regulations there are special requirements for overnight care.
-Number of centers providing overnight care not available, but 40 centers offer evening care, which can include the centers offering overnight care.

School Age Programs
-Separate regulations exist.

Sick Child Care Programs
-No separate regulations, but have licensed several of these programs through an allowable variance or waiver process.

Subsidized Child Care Programs
-Is available; contact Division of Services Programs, DSS, 730 East Broad Street, Richmond, VA 23219-1849 - Jean Collins 804-692-1210.

Programs for Children with Disabilities
-American Disabilities Act now requires mainstreaming.
-For compliance with ADA in providing services to children, see Staff Qualifications.
-Revised regulations to become effective 3/1/96 will have special requirements for programs exclusively serving children with disabilities.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Call 1-800-552-7096.

Local Contact
-Central Regional Office
Wythe Building, Suite 100
1604 Santa Rosa Road
Richmond, VA 23229-5008
Phone (804) 662-9777
-Eastern Regional Office
Pembroke Office Park
Pembroke IV Office Bldg., Suite 300
Virginia Beach, VA 23642-5496
Phone (804) 473-2116
--Northern Regional Office
320 Hospital Drive, Suite 23
Warrenton, VA 22186
Phone (540) 347-6345
--Piedmont Regional Office
Commonwealth of Virginia Bldg.
10 Church Avenue, S.W., Suite 100
Roanoke, VA 24011-1779
Phone (540) 857-7971

Pending Legislation
-None.

WASHINGTON (WA)

Information
Supplied by: Barry Fibel, Program Manager
Office of Child Care Policy
P.O. Box 45710
Olympia, WA 98504-5710
PHONE: (206) 753-0204
FAX: (206) 586-1040

Number and Definition of Regulated Programs
-1,734 licensed centers.
-Nursery schools and kindergartens are specifically exempted by statute; a separate or free standing preschool is exempt.
-Religiously affiliated day care centers are included.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every 3 years; license fee is $4 per child per year; fee goes into the state's general funds.
-Fire safety and health inspections required every 3 years.
-General and/or professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 50 sq. ft.; outdoor - 75 sq. ft.; outdoor space may be less if children rotate play (use of area).
-Staff/child ratios: infants - 1:4; toddlers - 1:7; preschoolers 1:10; school age - 1:15; mixed age groups - ratio designated for youngest child.
-Naptime staff/child ratios: no change from above, but staff may perform additional activities during naptime.

Unannounced Inspection Policy
-Occur occasionally, usually in response to complaints.

Complaint Procedure
-Complaints registered against a center are prioritized to; a summary suspension is used for serious health and safety violations.
-Length of time center has to come into compliance with observed difficiencesdepends on the deficiency.
-Resource and referral agencies notified when a letter of intent to suspend or revoke is sent.
-Complaints are traced in complaint module of automated information system.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for director is 21; minimum age requirement for all other staff is 18.
-Compliance with ADA in staff hiring involves: training; a review form for licensing; a self-evaluation form for providers; and posters, etc.

Staff Prescreening
-Staff required to be prescreened by child abuse clearance, criminal records background check, TB skin test; chest x-ray is required if TB test is positive; no recent change in TB screening policy; fingerprinting is now authorized, but not yet implemented.
-Not required - medical examination, AIDS test, HIB and measles immunizations, and drug and alcohol tests.
-Conditional hiring is allowed; must submit request for background check within 7 working days of hiring.
-3 written references required.
-No policies regarding the use of temporary substitutes.

Staff Training
-Preservice education and/or experience required for center directors or program supervisors; no requirements for lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
-Annual in-service training required for center staff.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.
-CPR/first aid is a separate preservice and/or in-service training requirement.

Child Documentation Policy
-Enrollment forms on file in center for each child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized; administrative code requires a certificate of immunization status be on file for each child in care; includes HIB immunization.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of lead, asbestos or radon as a condition of licensure.
-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, lead or radon.

Smoking Policy
-Smoking is prohibited in child care centers when children are present.

Swimming Pool Policy
-Requirements for swimming pools include a certified lifeguard must be present.
-Child/staff ratio not affected.
-No staff requirement for Red Cross lifesaving training.
-Pool must be fenced.

Transportation Policy
-Regulations concerning the transportation of children exist.

Infant Care Programs
-Specific sections within requirements exist for centers which service infants.
-No centers provide care to "infants only."

Overnight Care Programs
-For the center offering child care during the evening and nighttime hours, the licensee shall adapt the program, equipment, and staffing pattern to meet the physical and emotional needs of the child away from home at night.
-The licensee shall maintain the same staff-to-child ratio in effect during daytime care. At all times, including sleeping hours, staff shall keep the child within continuous visual or auditory range.
-The licensee shall arrange child grouping so the sleeping child remains asleep during the arrival or departure of another child.
-Number of centers providing overnight care unknown.

School Age Care Programs
-School age child care requirements exist.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Monika Ellis, Office of Child Care Policy, P.O. Box 45710, Olympia, WA 98504-5710; (206) 586-5198.

Programs for Children With Disabilities
-Non-discrimination is required.
-Compliance with ADA in providing services to children is the responsibility of the EEOC.

National Life Safety Fire Code
-Has not been adopted; the state uses the Uniform Building Code.

Child Abuse and Neglect
-An abuse hotline exists.

Local Contact
-State Office
Office of Child Care Policy, 45700, 14th & Jefferson,
P.O. Box 45700, Olympia, WA 98504-5700
(206) 586-6066 FAX (206) 586-1040
-Region 1
Spokane DCFS, B32-21, 1425 N. Washington, TAF C-38
Spokane, WA 99220-4038, (509) 456-3925 FAX (509) 456-7075
-Region 2
Yakima/Toppenish, B39-10, 1002 N. 16th Avenue
Yakima, WA 98909, (509) 454-7680 FAX (509) 454-4126
-Region 3
Everett/Smokey Point, N31-9, 840 N. Broadway, Bldg. A, #340
Everett, WA 98201, (206) 339-4771 FAX (206) 339-3968
-Region 4
Seattle CSU, N56-1, 2809 26th Avenue South
Seattle, WA 98144, (206) 721-4570 FAX (206) 721-4214 Scan 339
-Region 4B
King South, N43-4, 1313 West Meeker, Suite 102
Kent, WA 98035, (206) 872-6345 FAX (206) 872-2727
-Region 5
Tacoma DSHS, N27-1, 1949 S. State Street
Tacoma,WA 98405, (202) 597-4271 FAX (206) 597-3640
-Region 6
Olympia, P.O. Box 45716, 5000 Capitol Blvd., Room 206, Olympia, WA 98504-5716 (360) 664-3843, FAX (360) 664-0744

Pending Legislation
-None.

WEST VIRGINIA (WV) + +

Information
Supplied by: Kay Tilton, Director
Department of Health & Human Resources
Capitol Complex, Bldg. 6, Room 850-B
Charleston, WV 25305
PHONE: (304) 558-2400
FAX: (304) 558-8800

Number and Definition of Regulated Programs
-201 licensed centers.
-Nursery, preschools and prekindergartens not included, unless operated more than 4 hours a day.
-Religiously affiliated centers are not included.

Requirements
-License is required; preapproval inspection is required.
-License is renewed every two years; no fee required.
-Building code inspection required with initial license; fire safety and health inspections required initially and annually.
-Professional and/or general liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft. (25 sq. ft. for crawling infants); outdoor - 75 sq. ft.
-Staff/child ratios are: 0-2 years - 1:4; 2-3 years - 1:8; 3-4 years - 1:10; 4-5 years - 1:12; 5-6 years - 1:15; school age - 1:16.
-Naptime staff/child ratios: no information provided.

Unannounced Inspection Policy
-Statute allows for anytime; generally only upon complaint.
-Planning to implement at least one annually.

Complaint Procedure
-Statute provides for immediate closure of a day care center.
-Warning required on any violation which does not endanger the health, safety or well-being of the children.
-A license may be revoked or modified to provisional status until determination of compliance.
-Complaint process does not require notification to director of center before complaint is investigated. A written report of the results is given to the director.
-No information provided about notification of resource and referral agencies regarding center closings.

Staff Qualifications
-No state recommended salary schedules for center staff.
-Minimum age for staff as follows: director - 21 years; teacher and full time teacher aide - 18 years; part time teacher aides - 16 years.
-Information regarding compliance with ADA unavailable.

Staff Prescreening
-Criminal background check of staff is required, TB skin test or chest X-ray, and medical examination required prior to employment and every two years; no recent change in TB screening policy.
-Not required - testing for AIDS, alcohol or drugs.
-Conditional hiring not allowed prior to prescreening.
-Two written references required; personal and employment.

Staff Training
-Preservice education and/or experience is required for staff as follows: center directors - high school diploma or GED, 9 college credits in early childhood education field or CDA, and one year work experience with young children; teachers - high school diploma or GED; teacher aides - full time, no requirements; (part time) can only work under the supervision of a full time teacher and with work permit.
-In-service training required annually; kind and amount not specified.
-Special training required for infant care; no special training required for care of children with disabilities, sick child or drop-in care.
-CPR not required; 8 hours of first aid training required for all adult staff.

Child Documentation Policy
-Child documentation required includes: name, address, birth date, parent(s) or guardian(s) name, address, business address, phone numbers; name, addresses and phone numbers of emergency contact person; name address and phone numbers of authorized "pick up" persons; health and developmental information; name, address, and phone number of child's doctor; signed emergency medical form; attendance and fee charged.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized.
-No information provided regarding HIB immunization requirement.

Discipline Policy
-State requires that punishment cannot be humiliating, shaming, frightening, otherwise physically or emotionally damaging to children.

Emergency Medical Consent Policy
-No information available.

Environmental Policy
-No information provided about testing of facilities for lead, asbestos or radon.

Smoking Policy
-Smoking is permitted.

Swimming Pool Policy
-No information provided.

Transportation Policy
-Regulations require driver between 18-65 years; hold valid driver's license to transport children as required by Dept. of Motor Vehicles; vehicle has age appropriate child restraints and seat belts; other specific regulations about safety and first aid.

Infant Care Programs
-Separate regulations which include: written references of staff indicating previous successful experiences with young children; one week of pre-service training prior to center licensing and in-service training 3 times a year; other specific requirements around health, safety, nutrition, and meeting developmental needs.
-No information provided on "infant only" centers.

Overnight Care Programs
-No information provided.

School Age Programs
-No separate regulations; programs servicing school age shall provide a program that is designed to compliment and supplement the child's experiences at home and school.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care
-Is available; contact Dept. of Human Services, Charleston, West Virginia; 503-348-7980.

Programs for Children with Disabilities
-Some separate regulations; guidelines established by state Department of Health for centers servicing mentally retarded children; mainstreaming encouraged.

National Life Safety Fire Code
-No information available.

Child Abuse and Neglect
-Contact local Department of Human Services.

Local Contact
-Not available.

Pending Legislation
-None.

++ Information from 1995 Child Day Care Center Licensing Study.

WISCONSIN (WI)

Information
Supplied by: Patty Brill-Hammes, Director
Office of Regulation and Licensing
Dept. of Health and Social Services
P.O. Box 7851
Madison, WI 53707
PHONE: (608) 266-9314
FAX: Number not available

Number and Definition of Regulated Programs
-2,229 licensed centers.
-Nursery schools and religious affiliated centers are included in this number.
-Day care programs run by schools (public or private) are exempt from licensing; but day care programs run by public schools must meet licensing codes by law.

Requirements
-License required; mandatory licensing for 4 or more children under 7 years old; preapproval inspection required.
-License is renewed every 2 years; license fee $25.00+$7.00.
-Initial fire safety and building code inspection required.
-General liability insurance and vehicle insurance required; professional liability insurance not required.

Regulations
-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:4; 2 to 2 1/2 year olds - 1:6; 2 1/2 to 3 year olds - 1:8; 3 to 4 year olds - 1:10; 4 to 5 year olds - 1:17; 6 years and over - 1:18.
-Naptime staff/child ratios: adults other than required trained child care workers may be used to meet part of the staff to child ratio during naptime (i.e. cooks, secretaries, drivers).

Unannounced Inspection Policy
-One annual unannounced monitoring visit for half day and school age programs; a minimum of two inspections per year to full day care, more often if a history of violations exists.

Complaint Procedure
-When there is imminent danger, immediate center emergency closing is required.
-Center has 30 days to come into compliance.

-Resource and referral agencies are notified by regional offices when centers are closed.
-Complaints registered against a center are investigated; findings are issued.
-Department can issue orders and assess fiscal penalties if orders are not followed.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for administrator and program director is 21; minimum age for other staff is 18.
-Temporary substitutes must be similarly qualified after five days.
-ADA is enforced by the Department of Industry, Labor and Human Relations.

Staff Prescreening
-TB skin test and medical examination required; no recent change in TB screening policy; also criminal records background check is required. Staff must fill out a notarized statement on criminal convictions and pending charges.
-Child abuse clearance through county of residence only.
-Not required - fingerprinting, chest x-ray, AIDS test, HIB and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of prescreening is allowed; 30 days for physical exam and negative TB skin test.
-No written references required for group day care centers.
-Temporary substitutes must be similarly qualified after 5 days.

Staff Training
-Preservice education, 80 hours or 6 credits for teachers, 40 hours or 3 credits for assistant teachers and administrators, 80 or 160 hours or 12 credits for center directors. Orientation and experience required for administrators, center directors, teachers; orientation required for assistant teachers.
-Orientation and in-service training required for food service personnel.
-First aid training is required as part of orientation requirement for new staff; CPR is not required but is recommended as part of continuing education requirement.
-15 hours in continuing education required annually for directors, administrators, child care teachers, and teacher aides.
-Special training required for infant care; no special training required for care of children with disabilities, sick child care, or drop-in care.
-2 hours in-service training/month of operation required for administrators, directors, teachers & assistant child care teachers.

Child Documentation Policy
-The licensee must maintain an up-to-date written record on each child enrolled and make it available to the licensing staff.

-No provision for screening children for blood lead level prior to acceptance into a licensed child care facility.

Child Immunization Policy
-Enrolled children are required to be immunized; HIB immunization not included.

Discipline Policy
-Punishment which is humiliating or frightening to a child is prohibited; including corporal punishment and verbal abuse.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Water in facilities are tested for the presence of lead as a condition of licensure; testing not required for asbestos or radon; results are maintained on file.
-There is no state financial assistance for the inspection and remediation of child care facilities for lead, asbestos or radon.

Smoking Policy
-Smoking is prohibited in a child care center and in a center vehicle when children are present.

Swimming Pool Policy
-Guidelines include water quality, construction, equipment, and maintenance of pools; fence required; designated ability areas for non-swimmers, intermediates, etc.
-Child/staff ratio is 1:25 Red Cross qualified in addition to the normal staff/child ratios of staff who can swim.
-Waterfront director needs Red Cross WSI; lifeguards need Red Cross lifesaving certificate.

Transportation Policy
-Separate regulations concerning the transportation of children.

Infant Care Programs
-Additional regulations for centers which serve infants exist.
-There are centers which provide care to "infants only," defined as under 2 years of age.

Overnight Care Programs
-Special regulations for overnight care exist.

School Age Care Programs
-Additional regulations for before and after school programs exist.

Sick Child Care Programs
-Sick child care regulations concerning isolation of children and parental consent and review of policies by M.D.

Subsidized Child Care Programs
-Available through county departments of social services or human services; or State DHHS, Kay Hendon: (608) 266-8200.

Programs for Children with Disabilities
-No separate regulations, but discrimination is prohibited.
-ADA not enforced by licensing staff.

National Life Safety Fire Code
-Has adopted; Department of Industry, Labor and Human Relations uses it as guideline for developing day care building codes.

Child Abuse and Neglect
-Contact one of county Departments of Social or Human Services or local sheriff or police department.

Local Contact
-Eastern Regional Office
200 N Jefferson, Suite 411
Green Bay, WI 54301-5191
(414) 448-5312
-Milwaukee Regional Office
819 N 6th Street, 6th Floor
Milwaukee, WI 53203
(414) 227-4501
-Northwest Regional Office
522 E. Service Rd. #1
Spooner, WI 54801
-North Central Regional Office
1853 N Stevens Street
P.O. Box 697
Rhinelander, WI 54501
(715) 365-2500
-Southeastern Regional Office
141 N.W. Barstow St., Room 209
Waukesha, WI 53188-3789
(414) 521-5100
-Southern Regional Office
3601 Memorial Drive
Madison, WI 53704-1105
(608) 243-2400
-Western Regional Office
312 S Barstow Street, Suite 3
Eau Claire, WI 54701-3695
(715) 836-2174

Pending Legislation
-Conviction of certain specified crimes would result in denial or revocation oflicense.
-Criminal records checks, fingerprinting, and FBI record checks are permitted by same bill which also applies to employees and prospective employees.

WYOMING (WY)

Information
Supplied by: Glenda Lacey
Social Services Consultant
Department of Family Services
Hathaway Building
Cheyenne, WY 82002
PHONE: (307) 777-6595
FAX: (307) 777-3659

Number and Definition of Regulated Programs
-223 licensed centers.
-Number includes nursery schools, prekindergartens, and religiously affiliated centers.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed annually; no fee.
-Separate inspections required annually by Fire and Health Departments; building code inspection requirement depends on local authority.
-General liability or professional liability not required.

Regulations
-Space requirements: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: 0 to 2 years old - 1:5; 2 to 3 years old - 1:8; 3 to 4 years old - 1:10; 4 to 5 years old - 1:15; 5 to 6 years old - 1:20; over 6 years old - 1:25. When age groups are combined, the staff requirements for the youngest age group present shall apply.
-Naptime staff/child ratios: same as above; no change.

Unannounced Inspection Policy
-Annual renewal visits are unannounced.

Complaint Procedure
-Policies exist that allow immediate closing of a center.
-Length of time center has to come into compliance varies.
-Resource and referral agencies notified when a center is closed.
-A detailed process exists for investigation of complaints registered against centers.

Staff Qualifications
-No state recommended salary schedule for center staff.

-Minimum age requirement for director and staff is 18; minimum age requirement for aides is 16.

Staff Prescreening

-Staff required to be prescreened by medical examination, and either TB skin test or a chest x-ray; no recent change in TB screening policy.
-Not required - fingerprinting, criminal records background check, AIDS test, HIB and measles immunizations, drug and alcohol tests.
-Child abuse register is checked on all directors and voluntarily on perspective staff if director wishes.
-Conditional hiring prior to results of prescreening not allowed
-3 written references required from non-relatives.
-Substitutes who fill in for day care center staff more than 24 hours per month shall meet the same requirements as the staff member in respect to references, medical statement, TB test, all training and other staff requirements.

Staff Training

-Preservice education and/or experience requirements for day care center directors; no requirements for lead/head teachers, assistant teachers, teacher aides, dietician and kitchen staff.
-8 hours of annual in-service training required for center staff.
-Special training required for infant care; special training not required for care of children with disabilities, sick child care, or drop in care.
-Within 6 months of employment in day care any person having direct contact with children shall complete first aid and CPR course for infants/children; first aid training must be retaken every 3 years and CPR training for infants/children must be renewed every year.

Child Documentation Policy

-Center must maintain a record on each child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-All enrolled children over 19 months old required to be immunized.
-Minimum of one dose HIB immunization required by 19 months of age.

Discipline Policy

-Discipline procedures can not include any discipline that is in violation of the child abuse and neglect statute. This includes all physical discipline. The commission or allowing the commission of a sexual offense against a child as defined by law is also prohibited.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, lead or radon as a condition of licensure.
-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, lead or radon.

Smoking Policy
-Smoking is allowed without restriction.

Swimming Pool Policy
-Swimming pools should not be accessible, preferably fenced; parental written permission; no children under 2 years of age; instructions on safe use of pool; adult supervision required at all times.
-Child/staff ratio unaffected.
-Staff not required to have Red Cross lifesaving training.

Transportation Policy
-Special regulations concerning the transportation of children.

Infant Care Programs
-Separate regulations for centers which service infants exist.
-There are centers which provide care to "infants only," defined as newborn to two years of age; at the present time, however, there are none.

Overnight Care Programs
-The following rules apply: Children must have full meal by 8 pm, and must receive breakfast in the morning; children sleeping at facility must have separate cots or beds; bedding must be sanitized and sleep area arranged in accordance with health and sanitation rules; children over 6 years and opposite sex shall have separate sleeping areas; awake adult member on duty at all times; staff ratio must be maintained and monitoring of rooms should be every hour; children not allowed to sleep in basement unless there are two exits directly to outside; additional fire and health regulations must be in compliance.
-Number of centers providing overnight care unknown.

School Age Care Programs
-No separate regulations.

Sick Child Care Programs
-No separate regulations.

Subsidized Child Care Programs
-Is available; contact Ellen Sevall, Department of Family Services, Hathaway Building, Cheyenne, WY 82002: (307) 777-6848.

Programs for Children with Disabilities
-Compliance with ADA in providing services to children involves training made available to provider organizations.

National Life Safety Fire Code
-Has not been adopted.

Child Abuse and Neglect
-Contact any of the 23 local offices or any law enforcement agency.

Local Contact
-There are 8 regional offices.

Pending Legislation
-None.

REGULATORY OFFICES OF STATE OR TERRITORY

Alabama

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Family and Children's Serv.
DHS, Office of Day Care
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Department of Health Services
Office of Child Care Licensure
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DCFS - Child Care Licensing
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California

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Community Care Licensing Div.
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DSCYF, Office of Child Care
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District of Columbia

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DCRA, Service Facility
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DHRS - Child and Family
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Child Care Licensing Section
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New York

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THE CHILDREN'S FOUNDATION

The Children's Foundation is nationally recognized for its contributions to child care, child health, child nutrition, and child support enforcement. Since its founding in 1969, CF has strived to improve the lives of children and those who care for them. Our mission is to provide a voice for children and their families on issues of critical concern at the national and local levels.

* We provide resources and training for family child care providers, center-based personnel, au pairs, nannies and parents.

* We publish the CF Child Care Bulletin and The Family Child Care Licensing Study, a state-by-state breakdown of state regulations and requirements.

* We publish fact sheets on health, nutrition, child care and family issues for caregivers and parents in English and Spanish.

* We provide information on the USDA Child Care Food Program and assist in the development of food program sponsors.

* We publish the Child Support Bulletin, a quarterly newsletter, and provide information through fact sheets on a variety of child support topics for custodial parents.

* We have learned many times over the importance of coalitions, collaboration, cooperation, and coordination among organizations at the local, state, regional and national levels.

THE FOUNDATION STAFF

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